



West Fargo Public Library Board of Directors
Regular Meeting Agenda
Thursday, November 14, 2024 5:00 PM
Join the meeting via [Zoom](#)

Meeting Items

1. Call to Order
2. Approve Order of Agenda
3. Public Comment

Members of the public will be allowed 2 minutes and 30 seconds to address the Library Board. Board of Directors will not take any official action during this comment period. Please sign up no later than 12 p.m. the day of the Library Board Meeting you wish to attend.

[Library Board Meeting Public Comment](#)

Consent Agenda - Approve the Following:

1. Approval of Minutes – October 10, 2024
2. Approval of Financial Reports
3. Approval of 2025 Library Closures

Regular Agenda

Old Business

New Business

1. Rescind Equipment Check-Out Policy **(Action)**
2. Library Cards Policy Updates **(Action)**
3. Interlibrary Loan and Consortia Hold Policy **(Action)**
4. Reciprocal Borrowing Policy Updates **(Action)**
5. Director's Report
6. Adjourn

Board Members Present: Larry Schwartz, Tony Stukel, Liann Hanson, Commissioner Roben Anderson

Board Member Absent: Alanna Rerick

Also Present: Library Director Jenna Kahly, Finance Director Willy Galindo

I. Call to Order

Schwartz called the meeting to order at 5 p.m.

II. Approve Order of the Agenda

Anderson moved and Hanson seconded to approve the order of the agenda. No opposition. Motion carried.

III. Public Comment

No members of the public signed up for public comments.

IV. Consent Agenda

Stukel moved and Hanson seconded to approve the consent agenda. No opposition. Motion carried.

- Approval of Minutes – September 12, 2024
- Approval of Financial Reports

Regular Agenda

Old Business

- No old business

New Business

V. Approve Final Budget for 2025 (Action)

- Willy Galindo, the new City of West Fargo Finance Director, introduced himself.
- Kahly gave an update on the library's 2025 budget. COLA was set at 2.5%. Expenditure lines that were affected in the library's budget were adjusted accordingly.
- The City Commission approved an 0.8 mill levy increase for the library.
- Hanson asked whether the library's reserve fund meets the best practice percentage. Kahly shared she intends to discuss this matter with Galindo once he has settled into his role. Hanson suggested the board review this information when it becomes available.
- Hanson moved and Stukel seconded to approve the final budget for 2025. No opposition. Motion carried.

VI. Approval of Recommended 2025 Operating Hours (Action)

- Kahly proposed eliminating Sunday hours in 2025. The request was made following a thorough evaluation of staffing and operational needs as the library prepares for a satellite location, as well as circulation staff concerns, current usage trends, and public expectations.
- Kahly explained closing on Sundays would cause the least disruption to the public while addressing several major issues in library operations, scheduling and shift coverage, and employee well-being.
- During the discussion, Anderson asked about statewide trends regarding

libraries being open on Sundays. While Kahly had not reached out to libraries outside the region, she shared that many rural libraries are only open a few days a week due to staffing changes and financial constraints and that she knows Fargo Public Library has been studying this topic as well and planned to bring Sunday closures before their board too as they were facing similar staffing challenges. Schwartz shared that Minot and Dickinson are closed on Sundays as well, while Bismarck and Grand Forks are not.

- Hanson moved and Schwartz seconded to approve the recommended change to 2025 operating hours. Commissioner Anderson voted nay. Motion carried with a 3 to 1 vote.

VII. Strategic Plan Report

- Kahly presented a report of activity taken toward the goals of the 2022 – 2024 Strategic Plan. Highlights included the acquisition of the Little Red Reading Bus to offer outreach services and securing a new vehicle to continue that program, implementation of the 1000 Books Before Kindergarten program, record-breaking attendance at Storytimes, record-breaking circulation numbers, expanded programs and services for teens, seniors, and underserved populations, and updates to the library facility for accessibility.

VIII. Director's Report

Kahly presented to the board the Director's report. Highlights included:

- After many months, the air conditioning was finally fixed.
- The main library carpet replacement project has been postponed until early fall 2025 to accommodate City staffing.
- Demolition and construction started on the satellite location.
- Screens are now available in all meeting rooms.
- Physical and electronic circulation and door count continued to grow in September.
- Kahly shared upcoming program information, including that the library has partnered with local businesses and will offer Library on Wheels stops in the fall and winter.
- A small group of staff were able to attend North Dakota Library Association Conference, with two presenting.

IX. Adjourn

Stukel moved to adjourn the meeting. Hanson seconded. No opposition. Motion carried at 5:52 p.m.

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09:40:32

CITY OF WEST FARGO, ND
Budget Detail Report
For the Accounting Periods: 9/24 - 9/24

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Report ID: B160

Funds 7000-7000, Accounts 411600-411600, AND ACCOUNT=411600

Fund/Account/ Doc/Line #	Check	Description	Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY									
411600 LIBRARY									
110 PERMANENT EMP SALARIES									
JV 5635139		Payroll 09/06/2024		/ /	43,517.17	9/24			
JV 5645127		Payroll 09/20/2024		/ /	43,188.24	9/24			
			Object Total:		86,705.41	764,534.82	1,079,955.00	315,420.18	71%
114 PART TIME SALARIES									
JV 5635140		Payroll 09/06/2024		/ /	2,524.68	9/24			
JV 5645128		Payroll 09/20/2024		/ /	2,316.37	9/24			
			Object Total:		4,841.05	54,144.67	136,858.00	82,713.33	40%
209 CLASSIFIED ADS				/ /					
			Object Total:		0.00	0.00	0.00	0.00	%
220 SOCIAL SECURITY									
JV 5635141		Payroll 09/06/2024		/ /	3,413.79	9/24			
JV 5645129		Payroll 09/20/2024		/ /	3,372.74	9/24			
			Object Total:		6,786.53	60,809.35	83,164.00	22,354.65	73%
230 RETIREMENT									
JV 5635142		Payroll 09/06/2024		/ /	7,053.65	9/24			
JV 5645130		Payroll 09/20/2024		/ /	7,000.17	9/24			
			Object Total:		14,053.82	123,704.68	175,722.00	52,017.32	70%
240 WORKFORCE SAFETY INSURANCE				/ /					
			Object Total:		0.00	2,019.43	2,384.00	364.57	85%
245 CORPORATE EDUCATION				/ /					
			Object Total:		0.00	0.00	0.00	0.00	%
250 UNEMPLOYMENT				/ /					
			Object Total:		0.00	0.00	500.00	500.00	%
312 ATTORNEY				/ /					
			Object Total:		0.00	1,000.00	4,000.00	3,000.00	25%
320 HEALTH INSURANCE									
JV 5635143		Payroll 09/06/2024		/ /	6,660.21	9/24			
JV 5645131		Payroll 09/20/2024		/ /	6,660.10	9/24			
			Object Total:		13,320.31	110,406.00	205,554.00	95,148.00	54%
321 PROPERTY INSURANCE				/ /					
			Object Total:		0.00	4,081.37	0.00	-4,081.37	%
333 BUILDING RENTAL				/ /					
			Object Total:		0.00	93,001.50	124,002.00	31,000.50	75%
340 TRAVEL & EDUCATION									
CC 1514 6		SARAH NDLA ANNUAL CONF		08/16/24	185.00	9/24	3161 VISA LIBRARY #1		
CC 1514 8		CLAIRE NDLA ANNUAL CONF		08/22/24	185.00	9/24	3161 VISA LIBRARY #1		
			Object Total:		370.00	1,944.59	18,060.00	16,115.41	11%

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7000 LIBRARY							
411600 LIBRARY							
348 BUYOUTS							
		/ /					
		Object Total:	0.00	0.00	0.00	0.00	%
356 TELEPHONE							
CL 120707 30 114236	aug 2024 library	9973287471 08/08/24	212.55	9/24 3668	VERIZON WIRELESS		
		Object Total:	212.55	1,788.11	3,300.00	1,511.89	54%
360 MISC PRINTING & MAILING							
		/ /					
		Object Total:	0.00	0.00	0.00	0.00	%
387 MEDICAL/VACCINES							
		/ /					
		Object Total:	0.00	0.00	500.00	500.00	%
399 RECRUITMENT/EMPLOYMENT TESTING							
CL 120804 5 114312	Katie R - Library	09/23/24	62.00	9/24 2862	ESSENTIA HEALTH		
CL 120806 5 114309	Library Background Check	EI01731742 08/30/24	72.00	9/24 1502	EIDE BAILLY LLP		
		Object Total:	134.00	1,585.00	3,000.00	1,415.00	53%
410 OFFICE SUPPLIES							
CC 1512 3	WATER MACHINES	08/14/24	100.00	9/24 3162	VISA LIBRARY #2		
CC 1513 3	OFFICE SUPPLIES	08/25/24	99.59	9/24 4576	VISA LIBRARY #3		
CC 1513 8	BOOK & PACKING TAPE	08/30/24	82.17	9/24 4576	VISA LIBRARY #3		
CC 1514 4	RECEIPT PAPER	08/14/24	63.99	9/24 3161	VISA LIBRARY #1		
CL 120583 1 113986	TISSUES, PAPER PLATES	W013115541 08/29/24	63.02	9/24 351	BUSINESS ESSENTIALS		
		Object Total:	408.77	6,663.83	13,000.00	6,336.17	51%
420 OPERATION & MAINTENANCE							
		/ /					
		Object Total:	0.00	0.00	0.00	0.00	%
424 GAS AND OIL							
		/ /					
		Object Total:	0.00	0.00	1,200.00	1,200.00	%
427 VEHICLES MAINTENANCE							
		/ /					
		Object Total:	0.00	6.25	1,200.00	1,193.75	1%
428 SERVICE AGREEMENTS-CONTRA							
CL 120586 1 114055	LEASE FOR PRINTERS	37322905 08/28/24	581.95	9/24 5349	MARCO TECHNOLOGIES, LLC		
CL 120589 1 114092	POSTAGE CUBE LEASE	3319607290 09/04/24	231.00	9/24 384	PITNEY BOWES GLOBAL		
		Object Total:	812.95	7,974.23	10,260.00	2,285.77	78%
490 MISC							
		/ /					
		Object Total:	0.00	44.99	500.00	455.01	9%
497 TECHNOLOGY							
CC 1513 6	HOTSPOT RENEWALS	08/28/24	360.00	9/24 4576	VISA LIBRARY #3		
CC 1514 1	GRAMMARLY SUBSCRIPTION	08/09/24	144.00	9/24 3161	VISA LIBRARY #1		
CC 1514 5	DVD PLAYER/KEYBOARD	08/14/24	59.98	9/24 3161	VISA LIBRARY #1		
CC 1514 10	CREATIVE CLOUD	08/26/24	29.99	9/24 3161	VISA LIBRARY #1		
CC 1514 11	HOTSPOT	08/26/24	198.00	9/24 3161	VISA LIBRARY #1		
CL 120379 22 114074	Microsoft 365 Subscriptions	INV220215 09/04/24	489.00	9/24 2261	NETWORK CENTER INCORPORATED		

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7000 LIBRARY								
411600 LIBRARY								
CL 120582	1	113975 ASANA YEARLY SUBSCRIPTION	INV0334199 09/10/24	7,497.00	9/24	5283 ASANA INC		
Object Total:				8,777.97	37,723.40	48,739.00	11,015.60	77%
500 SUPPLIES								
Object Total:				0.00	0.00	500.00	500.00	%
640 FURNITURE & EQUIPMENT								
Object Total:				0.00	0.00	2,000.00	2,000.00	%
641 FURN & EQUIP-NON DEPRECIATED <\$5000								
CC 1512	2	RAMP FOR NEW VAN	08/13/24	2,411.00	9/24	3162 VISA LIBRARY #2		
CC 1513	7	VACUUM	08/30/24	165.96	9/24	4576 VISA LIBRARY #3		
Object Total:				2,576.96	18,249.48	43,178.00	24,928.52	42%
644 POSTAL METER RENT								
Object Total:				0.00	-73.69	1,200.00	1,273.69	-6%
645 EQUIPMENT REPLACEMENT								
Object Total:				0.00	0.00	0.00	0.00	%
648 PROFESSIONAL PUBLICATIONS								
Object Total:				0.00	0.00	3,000.00	3,000.00	%
649 PROGRAMMING								
CC 1512	1	BOOKS	08/06/24	87.26	9/24	3162 VISA LIBRARY #2		
CC 1513	5	PROGRAM SUPPLIES	08/27/24	50.00	9/24	4576 VISA LIBRARY #3		
CC 1514	2	PROGRAM SUPPLIES	08/14/24	25.96	9/24	3161 VISA LIBRARY #1		
CC 1514	7	PROGRAM SUPPLIES	08/16/24	76.56	9/24	3161 VISA LIBRARY #1		
CC 1514	9	PROGRAM SUPPLIES	08/23/24	51.90	9/24	3161 VISA LIBRARY #1		
CC 1514	13	PROGRAM SUPPLIES	08/27/24	18.46	9/24	3161 VISA LIBRARY #1		
CL 120724	1	114195 CHAIR YOGA CLASS	0000001 09/16/24	50.00	9/24	5439 METAMOON		
Object Total:				360.14	7,199.20	21,000.00	13,800.80	34%
650 E RESOURCES								
CL 120581	1	114087 EBOOK/AUDIOBOOK	08/12/24	696.26	9/24	2126 OVERDRIVE, INC		
CL 120581	2	114087 EBOOK/AUDIOBOOK	08/23/24	691.93	9/24	2126 OVERDRIVE, INC		
CL 120581	3	114087 EBOOK/AUDIOBOOK	09/10/24	597.44	9/24	2126 OVERDRIVE, INC		
CL 120584	1	114009 CONSUMER RPRTS ONLINE RENEWAL	9101100418 09/03/24	2,667.00	9/24	3091 EBSCO INFORMATION SERVICES		
Object Total:				4,652.63	33,095.16	53,161.00	20,065.84	62%
653 CAPITAL IMPROVEMENTS								
Object Total:				0.00	0.00	83,640.00	83,640.00	%
661 POSTAGE/FREIGHT/SHIPPING								
CC 1514	12	POSTAGE	08/27/24	17.89	9/24	3161 VISA LIBRARY #1		
CL 120723	1	114221 POSTAGE - ACCT#43560960	09/19/24	1,000.00	9/24	1483 PITNEY BOWES RESERVE ACCOUNT		
Object Total:				1,017.89	7,526.62	10,000.00	2,473.38	75%

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7000 LIBRARY									
411600 LIBRARY									
662 BOOKS									
CC 1513 2		BOOKS		08/25/24	54.70	9/24	4576 VISA LIBRARY #3		
CC 1514 3		BOOKS		08/14/24	14.23	9/24	3161 VISA LIBRARY #1		
CC 1514 14		BOOK REFUND		08/28/24	-14.23	9/24	3161 VISA LIBRARY #1		
CL 120585 1	113981	BOOKS	2038507501	08/23/24	542.27	9/24	1695 BAKER & TAYLOR		
CL 120597 1	114032	BOOKS	83140340	08/12/24	26.74	9/24	4592 INGRAM LIBRARY SERVICES		
CL 120597 2	114032	BOOKS	83140341	08/12/24	24.29	9/24	4592 INGRAM LIBRARY SERVICES		
CL 120597 3	114032	BOOKS	83140342	08/12/24	19.87	9/24	4592 INGRAM LIBRARY SERVICES		
CL 120597 4	114032	BOOKS	83140343	08/12/24	22.01	9/24	4592 INGRAM LIBRARY SERVICES		
CL 120597 5	114032	BOOKS	83481424	08/30/24	13.15	9/24	4592 INGRAM LIBRARY SERVICES		
CL 120597 6	114032	BOOKS	83481425	08/30/24	132.15	9/24	4592 INGRAM LIBRARY SERVICES		
CL 120597 7	114032	BOOKS	83481426	08/30/24	117.94	9/24	4592 INGRAM LIBRARY SERVICES		
CL 120597 8	114032	BOOKS	83492154	08/30/24	10.52	9/24	4592 INGRAM LIBRARY SERVICES		
CL 120597 9	114032	BOOKS	83492155	08/30/24	35.01	9/24	4592 INGRAM LIBRARY SERVICES		
CL 120597 10	114032	BOOKS	83492156	08/30/24	26.66	9/24	4592 INGRAM LIBRARY SERVICES		
CL 120597 11	114032	BOOKS	83492157	08/30/24	258.48	9/24	4592 INGRAM LIBRARY SERVICES		
CL 120597 12	114032	BOOKS	83492158	08/30/24	31.17	9/24	4592 INGRAM LIBRARY SERVICES		
CL 120597 13	114032	BOOKS	83544293	09/04/24	14.63	9/24	4592 INGRAM LIBRARY SERVICES		
CL 120597 14	114032	BOOKS	83544294	09/04/24	31.63	9/24	4592 INGRAM LIBRARY SERVICES		
CL 120597 15	114032	BOOKS	83544295	09/04/24	24.90	9/24	4592 INGRAM LIBRARY SERVICES		
CL 120597 16	114032	BOOKS	83544296	09/04/24	14.30	9/24	4592 INGRAM LIBRARY SERVICES		
CL 120597 17	114032	BOOKS	83544297	09/04/24	11.65	9/24	4592 INGRAM LIBRARY SERVICES		
CL 120597 18	114032	BOOKS	83544298	09/04/24	13.70	9/24	4592 INGRAM LIBRARY SERVICES		
CL 120597 19	114032	BOOKS	83544299	09/04/24	12.52	9/24	4592 INGRAM LIBRARY SERVICES		
CL 120597 20	114032	BOOKS	83544300	09/04/24	10.55	9/24	4592 INGRAM LIBRARY SERVICES		
CL 120597 21	114032	BOOKS (CREDIT)	83588445	09/05/24	-53.43	9/24	4592 INGRAM LIBRARY SERVICES		
CL 120597 22	114032	BOOKS	83567490	09/05/24	22.38	9/24	4592 INGRAM LIBRARY SERVICES		
CL 120597 23	114032	BOOKS	83567491	09/05/24	40.79	9/24	4592 INGRAM LIBRARY SERVICES		
CL 120597 24	114032	BOOKS	83567492	09/05/24	26.44	9/24	4592 INGRAM LIBRARY SERVICES		
CL 120597 25	114032	BOOKS	83567493	09/05/24	13.90	9/24	4592 INGRAM LIBRARY SERVICES		
CL 120597 26	114032	BOOKS	83567494	09/05/24	33.22	9/24	4592 INGRAM LIBRARY SERVICES		
CL 120597 27	114032	BOOKS	83595696	09/06/24	14.38	9/24	4592 INGRAM LIBRARY SERVICES		
CL 120597 28	114032	BOOKS	83595697	09/06/24	125.45	9/24	4592 INGRAM LIBRARY SERVICES		
CL 120597 29	114032	BOOKS	83595698	09/06/24	14.10	9/24	4592 INGRAM LIBRARY SERVICES		
CL 120597 30	114032	BOOKS	83607624	09/06/24	40.15	9/24	4592 INGRAM LIBRARY SERVICES		
CL 120597 31	114032	BOOKS	83607625	09/06/24	35.66	9/24	4592 INGRAM LIBRARY SERVICES		
CL 120597 32	114032	BOOKS	83627603	09/09/24	26.88	9/24	4592 INGRAM LIBRARY SERVICES		
CL 120597 33	114032	BOOKS	83627604	09/09/24	38.40	9/24	4592 INGRAM LIBRARY SERVICES		
CL 120597 34	114032	BOOKS	83627605	09/09/24	32.10	9/24	4592 INGRAM LIBRARY SERVICES		
CL 120597 35	114032	BOOKS	83627606	09/09/24	14.28	9/24	4592 INGRAM LIBRARY SERVICES		
CL 120597 36	114032	BOOKS	83627607	09/09/24	12.56	9/24	4592 INGRAM LIBRARY SERVICES		
CL 120597 37	114032	BOOKS	83661650	09/10/24	14.53	9/24	4592 INGRAM LIBRARY SERVICES		
CL 120597 38	114032	BOOKS	83661651	09/10/24	25.74	9/24	4592 INGRAM LIBRARY SERVICES		
CL 120597 39	114032	BOOKS	83661652	09/10/24	15.95	9/24	4592 INGRAM LIBRARY SERVICES		
CL 120597 40	114032	BOOKS	83661653	09/10/24	15.72	9/24	4592 INGRAM LIBRARY SERVICES		
CL 120597 41	114032	BOOKS	83684220	09/11/24	13.71	9/24	4592 INGRAM LIBRARY SERVICES		
CL 120597 42	114032	BOOKS	83684221	09/11/24	13.33	9/24	4592 INGRAM LIBRARY SERVICES		
CL 120597 43	114032	BOOKS	83684222	09/11/24	11.35	9/24	4592 INGRAM LIBRARY SERVICES		

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7000 LIBRARY									
411600 LIBRARY									
CL 120597	44	114032 BOOKS	83684223	09/11/24	14.05	9/24	4592 INGRAM LIBRARY SERVICES		
CL 120597	45	114032 BOOKS	83684224	09/11/24	14.08	9/24	4592 INGRAM LIBRARY SERVICES		
CL 120597	46	114032 BOOKS	83684225	09/11/24	22.02	9/24	4592 INGRAM LIBRARY SERVICES		
CL 120597	47	114032 BOOKS	83684226	09/11/24	26.33	9/24	4592 INGRAM LIBRARY SERVICES		
CL 120597	48	114032 BOOKS	83684227	09/11/24	13.58	9/24	4592 INGRAM LIBRARY SERVICES		
CL 120597	49	114032 BOOKS	83684228	09/11/24	12.95	9/24	4592 INGRAM LIBRARY SERVICES		
CL 120597	50	114032 BOOKS	83684229	09/11/24	42.80	9/24	4592 INGRAM LIBRARY SERVICES		
CL 120726	1	114183 BOOKS	83753615	09/16/24	15.99	9/24	4592 INGRAM LIBRARY SERVICES		
CL 120726	2	114183 BOOKS	83753616	09/16/24	45.16	9/24	4592 INGRAM LIBRARY SERVICES		
CL 120726	3	114183 BOOKS	83782486	09/17/24	70.92	9/24	4592 INGRAM LIBRARY SERVICES		
CL 120726	4	114183 BOOKS	83782487	09/17/24	29.34	9/24	4592 INGRAM LIBRARY SERVICES		
CL 120726	5	114183 BOOKS	83782488	09/17/24	13.28	9/24	4592 INGRAM LIBRARY SERVICES		
CL 120726	6	114183 BOOKS	83782489	09/17/24	13.89	9/24	4592 INGRAM LIBRARY SERVICES		
CL 120726	7	114183 BOOKS	83789807	09/17/24	18.14	9/24	4592 INGRAM LIBRARY SERVICES		
CL 120726	8	114183 BOOKS	83789808	09/17/24	39.18	9/24	4592 INGRAM LIBRARY SERVICES		
CL 120726	9	114183 BOOKS	83806604	09/18/24	17.25	9/24	4592 INGRAM LIBRARY SERVICES		
CL 120726	10	114183 BOOKS	83806605	09/18/24	19.47	9/24	4592 INGRAM LIBRARY SERVICES		
Object Total:					2,424.86	72,179.41	88,950.00	16,770.59	81%
663 MAGAZINES									
CL 120595	1	114099 MAGAZINE SUBSCRIPTION	19224	07/23/24	46.77	9/24	3210 RIVISTAS SUBSCRIPTIONS		
Object Total:					46.77	4,670.50	5,500.00	829.50	85%
664 AUDIO VIDEO									
CL 120599	1	114063 DVD	506000579	09/04/24	41.97	9/24	1854 MIDWEST TAPE		
CL 120599	2	114063 DVD	806000574	09/04/24	47.94	9/24	1854 MIDWEST TAPE		
CL 120599	3	114063 DVD	506000575	09/04/24	64.79	9/24	1854 MIDWEST TAPE		
CL 120599	4	114063 DVD	506000576	09/04/24	57.66	9/24	1854 MIDWEST TAPE		
CL 120599	5	114063 DVD	506000577	09/04/24	111.18	9/24	1854 MIDWEST TAPE		
CL 120599	6	114063 DVD	506000580	09/04/24	32.22	9/24	1854 MIDWEST TAPE		
CL 120599	7	114063 DVD	506000581	09/04/24	99.67	9/24	1854 MIDWEST TAPE		
CL 120599	8	114063 DVD	506000582	09/04/24	23.26	9/24	1854 MIDWEST TAPE		
CL 120599	9	114063 DVD	506005523	09/11/24	20.22	9/24	1854 MIDWEST TAPE		
CL 120599	10	114063 DVD	506005524	09/11/24	30.76	9/24	1854 MIDWEST TAPE		
CL 120599	11	114063 DVD	506005525	09/11/24	25.47	9/24	1854 MIDWEST TAPE		
CL 120725	1	114197 DVD	506061012	09/18/24	43.03	9/24	1854 MIDWEST TAPE		
CL 120725	2	114197 DVD	506061010	09/18/24	31.47	9/24	1854 MIDWEST TAPE		
Object Total:					629.64	13,611.32	25,650.00	12,038.68	53%
667 MEMBERSHIPS									
CC 1513	1	JENNA NDIA MEMBERSHIP		08/22/24	60.00	9/24	4576 VISA LIBRARY #3		
CL 120591	1	114107 KAYLA & CLAIRE NOTARY STAMPS	152545	08/30/24	161.40	9/24	2885 SHORTPRINTER		
Object Total:					221.40	2,145.00	4,039.00	1,894.00	53%
668 PRINTING									
Object Total:					0.00	443.56	1,000.00	556.44	44%

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Fund/Account/ Doc/Line # Check	Description	Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY								
411600 LIBRARY								
669 INSURANCE			/ /					
		Object Total:		0.00	617.00	2,750.00	2,133.00	22%
671 SUMMER READING PROGRAM			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%
672 EMERGENCY MEDICAL SUPPLIES			/ /					
		Object Total:		0.00	124.16	350.00	225.84	35%
673 CLEANING SUPPLIES			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%
674 HOMEWORK ROOM			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%
680 Library of Things			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%
682 STRATEGIC PLANNING			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%
689 PROMOTIONAL ACTIVITIES								
CC 1513 4	MAGAZINES		08/26/24	1,092.00	9/24	4576 VISA LIBRARY #3		
CC 1514 15	END OF SUMMER CELEBRATION ADVE		08/31/24	20.00	9/24	3161 VISA LIBRARY #1		
		Object Total:		1,112.00	6,116.84	11,400.00	5,283.16	54%
724 CONSULTING/TESTING FEES			/ /					
		Object Total:		0.00	9,825.00	0.00	-9,825.00	%
740 SERVICE CHARGES								
JV 5651 2	FIBT TSYS/TRANSFIRST SEPT 24		/ /	78.00	9/24			
		Object Total:		78.00	702.00	1,750.00	1,048.00	40%
750 MISC.			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%
852 WEBSITE			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%
864 FURN & EQUIP DEPRECIATED >\$5,000			/ /					
		Object Total:		0.00	14,210.60	0.00	-14,210.60	%
870 CAPITALIZED ASSETS - OVER \$5,000			/ /					
		Object Total:		0.00	52,273.00	0.00	-52,273.00	%

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Fund/Account/ Doc/Line #	Check	Description	Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY									
411600 LIBRARY									
880 COST ALLOCATIONS									
JV 5642 16		September 2024 Cost Allocation		/ /	3,674.92	9/24			
			Object Total:		3,674.92	33,074.28	46,646.00	13,571.72	71%
890 TRANSFERS OUT				/ /					
			Object Total:		0.00	0.00	10,000.00	10,000.00	%
901 CATALOGING				/ /					
			Object Total:		0.00	2,668.57	2,950.00	281.43	90%
902 ONLINE DATE BASE (STATE)				/ /					
			Object Total:		0.00	0.00	0.00	0.00	%
903 HISTORY ROOM				/ /					
			Object Total:		0.00	0.00	0.00	0.00	%
994 ODIN									
CL 120587 1	114080	POLARIS SUBSCRIPTION	24270	08/30/24	179.00	9/24	832 ODIN		
CL 120587 2	114080	STATEWIDE DATABASE ACCESS	24271	08/30/24	555.00	9/24	832 ODIN		
			Object Total:		734.00	25,491.00	24,200.00	-1,291.00	105%
			Account Total:		153,952.57	1,575,581.23	2,354,762.00	779,180.77	
			Fund Total:		153,952.57	1,575,581.23	2,354,762.00	779,180.77	

***Detail total may not match report total. The report total reflects the actual amount posting to the budget line. The detail includes all transactions that posted to the budget line during the period (including amounts that may have been closed).

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Fund/Account/ Doc/Line #	Check	Description	Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000	LIBRARY								
411600	LIBRARY								
110	PERMANENT EMP SALARIES								
JV	5653135	Payroll 10/04/2024		/ /	42,742.82	10/24			
JV	5658126	Payroll 10/18/2024		/ /	41,341.33	10/24			
			Object Total:		84,084.15	848,618.97	1,079,955.00	231,336.03	79%
114	PART TIME SALARIES								
JV	5653136	Payroll 10/04/2024		/ /	2,891.81	10/24			
JV	5658127	Payroll 10/18/2024		/ /	1,795.91	10/24			
			Object Total:		4,687.72	58,832.39	136,858.00	78,025.61	43%
209	CLASSIFIED ADS			/ /					
			Object Total:		0.00	0.00	0.00	0.00	%
220	SOCIAL SECURITY								
JV	5653137	Payroll 10/04/2024		/ /	3,382.64	10/24			
JV	5658128	Payroll 10/18/2024		/ /	3,191.64	10/24			
			Object Total:		6,574.28	67,383.63	83,164.00	15,780.37	81%
230	RETIREMENT								
JV	5653138	Payroll 10/04/2024		/ /	6,927.74	10/24			
JV	5658129	Payroll 10/18/2024		/ /	6,686.46	10/24			
			Object Total:		13,614.20	137,318.88	175,722.00	38,403.12	78%
240	WORKFORCE SAFETY INSURANCE			/ /					
			Object Total:		0.00	2,019.43	2,384.00	364.57	85%
245	CORPORATE EDUCATION			/ /					
			Object Total:		0.00	0.00	0.00	0.00	%
250	UNEMPLOYMENT			/ /					
			Object Total:		0.00	0.00	500.00	500.00	%
312	ATTORNEY			/ /					
			Object Total:		0.00	1,000.00	4,000.00	3,000.00	25%
320	HEALTH INSURANCE								
JV	5653139	Payroll 10/04/2024		/ /	6,660.21	10/24			
JV	5658130	Payroll 10/18/2024		/ /	6,660.10	10/24			
			Object Total:		13,320.31	123,726.31	205,554.00	81,827.69	60%
321	PROPERTY INSURANCE			/ /					
			Object Total:		0.00	4,081.37	0.00	-4,081.37	%
333	BUILDING RENTAL								
CL	120994 1	114453 OCTOBER RENT	250063	09/20/24	10,333.50	10/24	549 WF PUB SCHOOLS DIST #6		
CL	121553 1	NOVEMBER RENT	250094	10/20/24	10,333.50	10/24	549 WF PUB SCHOOLS DIST #6		
			Object Total:		20,667.00	113,668.50	124,002.00	10,333.50	92%
340	TRAVEL & EDUCATION								
CC	1549 4	LIBRARY WORKS		09/24/24	49.00	10/24	3162 VISA LIBRARY #2		
CL	121552 1	HOTEL STAY FOR NDLA (KIRSTEN)	121997	10/10/24	295.50	10/24	885 RADISSON HOTEL BISMARCK		
CL	121556 1	TRAVEL REIMBURSEMENT FOR NDLA		10/31/24	44.00	10/24	5359 JENNA KAHLY		

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Fund/Account/ Doc/Line #	Check	Description	Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY									
411600 LIBRARY									
CL 121557	1	TRAVEL REIMBURSEMENT FOR NDLA		10/31/24	67.00	10/24	4155 KIRSTEN HENAGIN		
			Object Total:		455.50	2,400.09	18,060.00	15,659.91	13%
348 BUYOUTS				/ /					
			Object Total:		0.00	0.00	0.00	0.00	%
356 TELEPHONE									
CL 121263	31	114605 sept 2024 library	9975710367	09/08/24	212.58	10/24	3668 VERIZON WIRELESS		
			Object Total:		212.58	2,000.69	3,300.00	1,299.31	61%
360 MISC PRINTING & MAILING				/ /					
			Object Total:		0.00	0.00	0.00	0.00	%
387 MEDICAL/VACCINES				/ /					
			Object Total:		0.00	0.00	500.00	500.00	%
399 RECRUITMENT/EMPLOYMENT TESTING				/ /					
			Object Total:		0.00	1,585.00	3,000.00	1,415.00	53%
410 OFFICE SUPPLIES									
CC 1549	1	PURE WATER		09/16/24	100.00	10/24	3162 VISA LIBRARY #2		
CC 1550	3	AMAZON		09/15/24	17.89	10/24	4576 VISA LIBRARY #3		
CC 1550	7	AMAZON		09/22/24	119.56	10/24	4576 VISA LIBRARY #3		
CC 1550	10	AMAZON		09/29/24	8.90	10/24	4576 VISA LIBRARY #3		
CL 120986	1	114273 UTENSILS	W013148631	09/23/24	24.38	10/24	351 BUSINESS ESSENTIALS		
CL 120986	2	114273 PAPER	W013152201	09/25/24	172.20	10/24	351 BUSINESS ESSENTIALS		
CL 121180	1	114478 NAPKINS	W013168931	10/10/24	134.55	10/24	351 BUSINESS ESSENTIALS		
CL 121548	1	DISPLAY HOLDERS	7550045	10/10/24	377.14	10/24	77 DEMCO INC		
			Object Total:		954.62	7,618.45	13,000.00	5,381.55	59%
420 OPERATION & MAINTENANCE				/ /					
			Object Total:		0.00	0.00	0.00	0.00	%
424 GAS AND OIL				/ /					
			Object Total:		0.00	0.00	1,200.00	1,200.00	%
427 VEHICLES MAINTENANCE				/ /					
			Object Total:		0.00	6.25	1,200.00	1,193.75	1%
428 SERVICE AGREEMENTS-CONTRA									
CL 120988	1	114363 PRINTERS LEASE & USAGE	37543074	09/27/24	831.34	10/24	5349 MARCO TECHNOLOGIES, LLC		
CL 121175	1	114588 ANNUAL RENEWAL VEACLOUD	60936	10/01/24	228.00	10/24	3485 SENSOURCE		
CL 121570	1	LEASE FOR PRINTERS	37754063	10/28/24	581.95	10/24	5349 MARCO TECHNOLOGIES, LLC		
			Object Total:		1,641.29	9,615.52	10,260.00	644.48	94%
490 MISC				/ /					
			Object Total:		0.00	44.99	500.00	455.01	9%

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Funds 7000-7000, Accounts 411600-411600, AND ACCOUNT=411600

Fund/Account/ Doc/Line #	Check	Description	Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY									
411600 LIBRARY									
497 TECHNOLOGY									
CC 1548	5	ADOBE		09/26/24	29.99	10/24	3161 VISA LIBRARY #1		
CC 1549	6	MOBILE BEACON		09/30/24	66.00	10/24	3162 VISA LIBRARY #2		
CC 1550	5	AMAZON		09/22/24	997.99	10/24	4576 VISA LIBRARY #3		
CC 1550	8	AMAZON		09/22/24	103.39	10/24	4576 VISA LIBRARY #3		
CL 120991	1	114383 REWIRING FOR MR1		09/11/24	860.00	10/24	4765 NETWORK CABLING SERVICES,		
CL 121055	22	114384 Microsoft 365	INV221644	10/02/24	489.00	10/24	2261 NETWORK CENTER INCORPORATED		
		Subscriptions							
CL 121558	1	CAMERAS FOR SATELLITE	257483	09/19/24	2,598.00	10/24	2820 HIGH POINT NETWORKS		
		LIBRARY							
Object Total:					5,144.37	42,867.77	48,739.00	5,871.23	88%
500 SUPPLIES									
Object Total:					0.00	0.00	500.00	500.00	%
640 FURNITURE & EQUIPMENT									
Object Total:					0.00	0.00	2,000.00	2,000.00	%
641 FURN & EQUIP-NON DEPRECIATED <\$5000									
CL 121548	2	SLATWALL DISPLAY PANEL	7550045	10/10/24	610.47	10/24	77 DEMCO INC		
CL 121561	1	ELECTRICAL FOR MR1	2348-10687	10/03/24	46.69	10/24	4108 CONSOLIDATED ELECTRICAL		
Object Total:					657.16	18,906.64	43,178.00	24,271.36	44%
644 POSTAL METER RENT									
Object Total:					0.00	-73.69	1,200.00	1,273.69	-6%
645 EQUIPMENT REPLACEMENT									
Object Total:					0.00	0.00	0.00	0.00	%
648 PROFESSIONAL PUBLICATIONS									
CC 1549	2	BETTER WORLD BOOKS		09/20/24	38.01	10/24	3162 VISA LIBRARY #2		
Object Total:					38.01	38.01	3,000.00	2,961.99	1%
649 PROGRAMMING									
CC 1548	2	MICHAELS		09/18/24	37.26	10/24	3161 VISA LIBRARY #1		
CC 1549	5	DISCOUNT SCHOOL SUPPLY		09/30/24	322.95	10/24	3162 VISA LIBRARY #2		
CC 1550	2	AMAZON		09/15/24	227.92	10/24	4576 VISA LIBRARY #3		
CC 1550	9	AMAZON		09/29/24	293.60	10/24	4576 VISA LIBRARY #3		
CL 94566	1	class		01/04/21	-100.00	1/21	999999 MAX PARKER		
CL 121188	35	114520 BOOKS	84130222	10/08/24	98.92	10/24	4592 INGRAM LIBRARY SERVICES		
CL 121438	1	89870		10/31/24	100.00	10/24	5174 NORTH DAKOTA UNCLAIMED		
Object Total:					980.65	8,179.85	21,000.00	12,820.15	39%
650 E RESOURCES									
CL 121185	1	114566 EBOOK/AUDIOBOOK		10/10/24	1,180.64	10/24	2126 OVERDRIVE, INC		
CL 121546	1	ANNUAL SUBSCRIPTIONS	85846138	10/21/24	5,730.25	10/24	1623 CENGAGE GALE		
Object Total:					6,910.89	40,006.05	53,161.00	13,154.95	75%

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Fund/Account/ Doc/Line # Check	Description	Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY								
411600 LIBRARY								
653 CAPITAL IMPROVEMENTS								
			/ /					
661 POSTAGE/FREIGHT/SHIPPING			Object Total:	0.00	0.00	83,640.00	83,640.00	%
			/ /					
662 BOOKS			Object Total:	0.00	7,526.62	10,000.00	2,473.38	75%
CC 1550 6	AMAZON		09/22/24	41.68	10/24	4576 VISA LIBRARY #3		
CL 121004 1	114338 BOOKS	83850037	09/20/24	12.78	10/24	4592 INGRAM LIBRARY SERVICES		
CL 121004 2	114338 BOOKS	83850038	09/20/24	24.48	10/24	4592 INGRAM LIBRARY SERVICES		
CL 121004 3	114338 BOOKS	83850039	09/20/24	73.03	10/24	4592 INGRAM LIBRARY SERVICES		
CL 121004 4	114338 BOOKS	83850040	09/20/24	26.39	10/24	4592 INGRAM LIBRARY SERVICES		
CL 121004 5	114338 BOOKS	83850041	09/20/24	66.34	10/24	4592 INGRAM LIBRARY SERVICES		
CL 121004 6	114338 BOOKS	83850042	09/20/24	13.75	10/24	4592 INGRAM LIBRARY SERVICES		
CL 121004 7	114338 BOOKS	83850043	09/20/24	14.27	10/24	4592 INGRAM LIBRARY SERVICES		
CL 121004 8	114338 BOOKS	83873826	09/23/24	20.73	10/24	4592 INGRAM LIBRARY SERVICES		
CL 121004 9	114338 BOOKS	83873827	09/23/24	12.12	10/24	4592 INGRAM LIBRARY SERVICES		
CL 121004 10	114338 BOOKS	83873828	09/23/24	60.99	10/24	4592 INGRAM LIBRARY SERVICES		
CL 121004 11	114338 BOOKS	83873829	09/23/24	20.48	10/24	4592 INGRAM LIBRARY SERVICES		
CL 121004 12	114338 BOOKS	83873830	09/23/24	16.47	10/24	4592 INGRAM LIBRARY SERVICES		
CL 121004 13	114338 BOOKS	83873831	09/23/24	10.82	10/24	4592 INGRAM LIBRARY SERVICES		
CL 121004 14	114338 BOOKS	83898329	09/24/24	98.92	10/24	4592 INGRAM LIBRARY SERVICES		
CL 121004 15	114338 BOOKS	83920021	09/25/24	95.75	10/24	4592 INGRAM LIBRARY SERVICES		
CL 121004 16	114338 BOOKS	83920022	09/25/24	101.19	10/24	4592 INGRAM LIBRARY SERVICES		
CL 121004 17	114338 BOOKS	83920023	09/25/24	53.85	10/24	4592 INGRAM LIBRARY SERVICES		
CL 121004 18	114338 BOOKS	83920024	09/25/24	42.41	10/24	4592 INGRAM LIBRARY SERVICES		
CL 121004 19	114338 BOOKS	83920025	09/25/24	43.12	10/24	4592 INGRAM LIBRARY SERVICES		
CL 121004 20	114338 BOOKS	83920026	09/25/24	238.13	10/24	4592 INGRAM LIBRARY SERVICES		
CL 121004 21	114338 BOOKS	83920027	09/25/24	833.39	10/24	4592 INGRAM LIBRARY SERVICES		
CL 121004 22	114338 BOOKS	83920028	09/25/24	146.13	10/24	4592 INGRAM LIBRARY SERVICES		
CL 121004 23	114338 BOOKS	83920029	09/25/24	961.58	10/24	4592 INGRAM LIBRARY SERVICES		
CL 121004 24	114338 BOOKS	83920030	09/25/24	11.98	10/24	4592 INGRAM LIBRARY SERVICES		
CL 121004 25	114338 BOOKS	83920031	09/25/24	22.77	10/24	4592 INGRAM LIBRARY SERVICES		
CL 121004 26	114338 BOOKS	83920032	09/25/24	13.79	10/24	4592 INGRAM LIBRARY SERVICES		
CL 121004 27	114338 BOOKS	83920033	09/25/24	15.74	10/24	4592 INGRAM LIBRARY SERVICES		
CL 121004 28	114338 BOOKS	83947475	09/26/24	98.92	10/24	4592 INGRAM LIBRARY SERVICES		
CL 121004 29	114338 BOOKS	83962510	09/27/24	28.72	10/24	4592 INGRAM LIBRARY SERVICES		
CL 121004 30	114338 BOOKS	83962511	09/27/24	20.82	10/24	4592 INGRAM LIBRARY SERVICES		
CL 121004 31	114338 BOOKS	83962512	09/27/24	20.24	10/24	4592 INGRAM LIBRARY SERVICES		
CL 121004 32	114338 BOOKS	83962513	09/27/24	13.80	10/24	4592 INGRAM LIBRARY SERVICES		
CL 121004 33	114338 BOOKS	83962514	09/27/24	28.95	10/24	4592 INGRAM LIBRARY SERVICES		
CL 121004 34	114338 BOOKS	83962515	09/27/24	11.43	10/24	4592 INGRAM LIBRARY SERVICES		
CL 121004 35	114338 BOOKS	83973530	09/27/24	45.52	10/24	4592 INGRAM LIBRARY SERVICES		
CL 121004 36	114338 BOOKS	83973531	09/27/24	32.56	10/24	4592 INGRAM LIBRARY SERVICES		
CL 121004 37	114338 BOOKS	83973532	09/27/24	49.28	10/24	4592 INGRAM LIBRARY SERVICES		
CL 121004 38	114338 BOOKS	83973533	09/27/24	156.79	10/24	4592 INGRAM LIBRARY SERVICES		
CL 121004 39	114338 BOOKS	83973534	09/27/24	472.92	10/24	4592 INGRAM LIBRARY SERVICES		
CL 121004 40	114338 BOOKS	83973535	09/27/24	246.08	10/24	4592 INGRAM LIBRARY SERVICES		

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7000 LIBRARY									
411600 LIBRARY									
CL 121004	41	114338 BOOKS	83973536	09/27/24	32.11	10/24	4592 INGRAM LIBRARY SERVICES		
CL 121004	42	114338 BOOKS (CREDIT)	83933980	09/25/24	-18.36	10/24	4592 INGRAM LIBRARY SERVICES		
CL 121174	1	114471 BOOKS	2038572458	09/20/24	49.30	10/24	1695 BAKER & TAYLOR		
CL 121188	1	114520 BOOKS	83730904	09/13/24	13.66	10/24	4592 INGRAM LIBRARY SERVICES		
CL 121188	2	114520 BOOKS	83730905	09/13/24	12.27	10/24	4592 INGRAM LIBRARY SERVICES		
CL 121188	3	114520 BOOKS	83730906	09/13/24	32.37	10/24	4592 INGRAM LIBRARY SERVICES		
CL 121188	4	114520 BOOKS	83730907	09/13/24	82.02	10/24	4592 INGRAM LIBRARY SERVICES		
CL 121188	5	114520 BOOKS	83730908	09/13/24	19.80	10/24	4592 INGRAM LIBRARY SERVICES		
CL 121188	6	114520 BOOKS	83730909	09/13/24	46.94	10/24	4592 INGRAM LIBRARY SERVICES		
CL 121188	7	114520 BOOKS	83730910	09/13/24	8.18	10/24	4592 INGRAM LIBRARY SERVICES		
CL 121188	8	114520 BOOKS	83730911	09/13/24	18.74	10/24	4592 INGRAM LIBRARY SERVICES		
CL 121188	9	114520 BOOKS	83730912	09/13/24	12.77	10/24	4592 INGRAM LIBRARY SERVICES		
CL 121188	10	114520 BOOKS	84019117	10/01/24	8.37	10/24	4592 INGRAM LIBRARY SERVICES		
CL 121188	11	114520 BOOKS	84019118	10/01/24	81.88	10/24	4592 INGRAM LIBRARY SERVICES		
CL 121188	12	114520 BOOKS	84019119	10/01/24	43.55	10/24	4592 INGRAM LIBRARY SERVICES		
CL 121188	13	114520 BOOKS	84011275	10/01/24	13.25	10/24	4592 INGRAM LIBRARY SERVICES		
CL 121188	14	114520 BOOKS	84011276	10/01/24	14.93	10/24	4592 INGRAM LIBRARY SERVICES		
CL 121188	15	114520 BOOKS	84011277	10/01/24	34.18	10/24	4592 INGRAM LIBRARY SERVICES		
CL 121188	16	114520 BOOKS	84011278	10/01/24	160.05	10/24	4592 INGRAM LIBRARY SERVICES		
CL 121188	17	114520 BOOKS	84011279	10/01/24	153.29	10/24	4592 INGRAM LIBRARY SERVICES		
CL 121188	18	114520 BOOKS	84011280	10/01/24	216.48	10/24	4592 INGRAM LIBRARY SERVICES		
CL 121188	19	114520 BOOKS	84011281	10/01/24	152.22	10/24	4592 INGRAM LIBRARY SERVICES		
CL 121188	20	114520 BOOKS	84011282	10/01/24	33.15	10/24	4592 INGRAM LIBRARY SERVICES		
CL 121188	21	114520 BOOKS	84011283	10/01/24	12.17	10/24	4592 INGRAM LIBRARY SERVICES		
CL 121188	22	114520 BOOKS	84011284	10/01/24	73.66	10/24	4592 INGRAM LIBRARY SERVICES		
CL 121188	23	114520 BOOKS	84011285	10/01/24	15.45	10/24	4592 INGRAM LIBRARY SERVICES		
CL 121188	24	114520 BOOKS	84079060	10/04/24	41.10	10/24	4592 INGRAM LIBRARY SERVICES		
CL 121188	25	114520 BOOKS	84079061	10/04/24	8.48	10/24	4592 INGRAM LIBRARY SERVICES		
CL 121188	26	114520 BOOKS	84079062	10/04/24	19.23	10/24	4592 INGRAM LIBRARY SERVICES		
CL 121188	27	114520 BOOKS	84079063	10/04/24	26.84	10/24	4592 INGRAM LIBRARY SERVICES		
CL 121188	28	114520 BOOKS	84079064	10/04/24	38.52	10/24	4592 INGRAM LIBRARY SERVICES		
CL 121188	29	114520 BOOKS	84079065	10/04/24	27.62	10/24	4592 INGRAM LIBRARY SERVICES		
CL 121188	30	114520 BOOKS	84079066	10/04/24	131.39	10/24	4592 INGRAM LIBRARY SERVICES		
CL 121188	31	114520 BOOKS	84104024	10/07/24	15.18	10/24	4592 INGRAM LIBRARY SERVICES		
CL 121188	32	114520 BOOKS	84104025	10/07/24	29.05	10/24	4592 INGRAM LIBRARY SERVICES		
CL 121188	33	114520 BOOKS	84104026	10/07/24	30.77	10/24	4592 INGRAM LIBRARY SERVICES		
CL 121188	34	114520 BOOKS	84113134	10/07/24	42.12	10/24	4592 INGRAM LIBRARY SERVICES		
CL 121188	36	114520 BOOKS	84130223	10/08/24	56.45	10/24	4592 INGRAM LIBRARY SERVICES		
CL 121188	37	114520 BOOKS	84130224	10/08/24	30.19	10/24	4592 INGRAM LIBRARY SERVICES		
CL 121188	38	114520 BOOKS	84130225	10/08/24	12.67	10/24	4592 INGRAM LIBRARY SERVICES		
CL 121188	39	114520 BOOKS	84130226	10/08/24	13.52	10/24	4592 INGRAM LIBRARY SERVICES		
CL 121188	40	114520 BOOKS	84130227	10/08/24	37.67	10/24	4592 INGRAM LIBRARY SERVICES		
CL 121188	41	114520 BOOKS	84130228	10/08/24	20.31	10/24	4592 INGRAM LIBRARY SERVICES		
CL 121188	42	114520 BOOKS	84130229	10/08/24	38.68	10/24	4592 INGRAM LIBRARY SERVICES		
CL 121188	43	114520 BOOKS	84130230	10/08/24	14.86	10/24	4592 INGRAM LIBRARY SERVICES		
CL 121545	1	BOOKS	2038632773	10/14/24	49.30	10/24	1695 BAKER & TAYLOR		
CL 121551	1	BOOKS	ARU0378033	10/22/24	161.93	10/24	5197 LAKEVIEW BOOKS		
CL 121574	1	BOOKS	84275067	10/16/24	27.07	10/24	4592 INGRAM LIBRARY SERVICES		

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Funds 7000-7000, Accounts 411600-411600, AND ACCOUNT=411600

Fund/Account/ Doc/Line # Check		Description	Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY									
411600 LIBRARY									
CL 121574	2	BOOKS	84275068	10/16/24	19.33	10/24	4592 INGRAM LIBRARY SERVICES		
CL 121574	3	BOOKS	84275069	10/16/24	99.11	10/24	4592 INGRAM LIBRARY SERVICES		
CL 121574	4	BOOKS	84275070	10/16/24	14.47	10/24	4592 INGRAM LIBRARY SERVICES		
CL 121574	5	BOOKS	84275071	10/16/24	13.20	10/24	4592 INGRAM LIBRARY SERVICES		
CL 121574	6	BOOKS	84275072	10/16/24	19.05	10/24	4592 INGRAM LIBRARY SERVICES		
CL 121574	7	BOOKS	84275073	10/16/24	12.62	10/24	4592 INGRAM LIBRARY SERVICES		
CL 121574	8	BOOKS	84275074	10/16/24	22.95	10/24	4592 INGRAM LIBRARY SERVICES		
CL 121574	9	BOOKS	84275075	10/16/24	20.38	10/24	4592 INGRAM LIBRARY SERVICES		
CL 121574	10	BOOKS	84295866	10/17/24	32.56	10/24	4592 INGRAM LIBRARY SERVICES		
CL 121574	11	BOOKS	84295867	10/17/24	8.93	10/24	4592 INGRAM LIBRARY SERVICES		
CL 121574	12	BOOKS	84301477	10/17/24	30.25	10/24	4592 INGRAM LIBRARY SERVICES		
CL 121574	13	BOOKS	84339366	10/21/24	20.64	10/24	4592 INGRAM LIBRARY SERVICES		
CL 121574	14	BOOKS	84388237	10/23/24	27.27	10/24	4592 INGRAM LIBRARY SERVICES		
CL 121574	15	BOOKS	84388238	10/23/24	67.64	10/24	4592 INGRAM LIBRARY SERVICES		
CL 121574	16	BOOKS	84388239	10/23/24	45.21	10/24	4592 INGRAM LIBRARY SERVICES		
CL 121574	17	BOOKS	84403873	10/23/24	290.65	10/24	4592 INGRAM LIBRARY SERVICES		
CL 121574	18	BOOKS	84403874	10/23/24	123.68	10/24	4592 INGRAM LIBRARY SERVICES		
CL 121574	19	BOOKS	84403875	10/23/24	19.65	10/24	4592 INGRAM LIBRARY SERVICES		
CL 121574	20	BOOKS	84403876	10/23/24	52.08	10/24	4592 INGRAM LIBRARY SERVICES		
CL 121574	21	BOOKS	84403877	10/23/24	315.36	10/24	4592 INGRAM LIBRARY SERVICES		
CL 121574	22	BOOKS	84441442	10/25/24	16.53	10/24	4592 INGRAM LIBRARY SERVICES		
CL 121574	23	BOOKS	84441443	10/25/24	8.82	10/24	4592 INGRAM LIBRARY SERVICES		
CL 121574	24	BOOKS	84441444	10/25/24	90.89	10/24	4592 INGRAM LIBRARY SERVICES		
CL 121574	25	BOOKS	84441445	10/25/24	14.69	10/24	4592 INGRAM LIBRARY SERVICES		
CL 121574	26	BOOKS	84453382	10/25/24	70.43	10/24	4592 INGRAM LIBRARY SERVICES		
CL 121574	27	BOOKS	84472174	10/28/24	13.74	10/24	4592 INGRAM LIBRARY SERVICES		
CL 121574	28	BOOKS	84472175	10/28/24	14.30	10/24	4592 INGRAM LIBRARY SERVICES		
CL 121574	29	BOOKS	84472176	10/28/24	33.29	10/24	4592 INGRAM LIBRARY SERVICES		
CL 121574	30	BOOKS	84472177	10/28/24	94.29	10/24	4592 INGRAM LIBRARY SERVICES		
CL 121574	31	BOOKS	84472178	10/28/24	82.06	10/24	4592 INGRAM LIBRARY SERVICES		
CL 121574	32	BOOKS	84472179	10/28/24	1,059.75	10/24	4592 INGRAM LIBRARY SERVICES		
CL 121574	33	BOOKS	84472180	10/28/24	1,015.58	10/24	4592 INGRAM LIBRARY SERVICES		
CL 121574	34	BOOKS	84472181	10/28/24	32.62	10/24	4592 INGRAM LIBRARY SERVICES		
CL 121574	35	BOOKS	84497087	10/29/24	28.57	10/24	4592 INGRAM LIBRARY SERVICES		
Object Total:					10,345.08	82,524.49	88,950.00	6,425.51	93%
663 MAGAZINES									
CC 1548	1	ND HUMANITIES COUNCIL		09/15/24	50.00	10/24	3161 VISA LIBRARY #1		
Object Total:					50.00	4,720.50	5,500.00	779.50	86%
664 AUDIO VIDEO									
CC 1550	1	AMAZON		09/10/24	14.99	10/24	4576 VISA LIBRARY #3		
CC 1550	4	AMAZON		09/16/24	31.79	10/24	4576 VISA LIBRARY #3		
CL 120997	1	114373 BLU-RAY DISC	506093892	09/24/24	35.42	10/24	1854 MIDWEST TAPE		
CL 120997	2	114373 DVD	506093891	09/24/24	27.72	10/24	1854 MIDWEST TAPE		
CL 120997	3	114373 DVD	506093448	09/24/24	74.91	10/24	1854 MIDWEST TAPE		
CL 120997	4	114373 DVD	506093449	09/24/24	22.47	10/24	1854 MIDWEST TAPE		
CL 120997	5	114373 DVD	506093890	09/24/24	34.03	10/24	1854 MIDWEST TAPE		
CL 120997	6	114373 DVD	506093894	09/24/24	42.69	10/24	1854 MIDWEST TAPE		
CL 121209	1	114548 BLURAY	506122916	10/01/24	35.42	10/24	1854 MIDWEST TAPE		

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Funds 7000-7000, Accounts 411600-411600, AND ACCOUNT=411600

Fund/Account/ Doc/Line #	Check	Description	Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY									
411600 LIBRARY									
CL 121209	2	114548 BLURAY	506160661	10/08/24	40.65	10/24	1854 MIDWEST TAPE		
CL 121209	3	114548 DVD	506122918	10/01/24	36.01	10/24	1854 MIDWEST TAPE		
CL 121209	4	114548 DVD	506122919	10/01/24	63.66	10/24	1854 MIDWEST TAPE		
CL 121209	5	114548 DVD	506124180	10/01/24	73.04	10/24	1854 MIDWEST TAPE		
CL 121209	6	114548 DVD	506124181	10/01/24	85.38	10/24	1854 MIDWEST TAPE		
CL 121209	7	114548 DVD	506124182	10/01/24	95.46	10/24	1854 MIDWEST TAPE		
CL 121209	8	114548 DVD	506124183	10/01/24	30.72	10/24	1854 MIDWEST TAPE		
CL 121209	9	114548 DVD	506124184	10/01/24	83.94	10/24	1854 MIDWEST TAPE		
CL 121209	10	114548 DVD	506160660	10/08/24	31.47	10/24	1854 MIDWEST TAPE		
CL 121209	11	114548 DVD	506160663	10/08/24	63.77	10/24	1854 MIDWEST TAPE		
CL 121209	12	114548 DVD	506160664	10/08/24	33.01	10/24	1854 MIDWEST TAPE		
CL 121209	13	114548 DVD	506160665	10/08/24	112.78	10/24	1854 MIDWEST TAPE		
CL 121573	1	BLU-RAY	506188308	10/15/24	40.65	10/24	1854 MIDWEST TAPE		
CL 121573	2	DVD	506188307	10/15/24	31.47	10/24	1854 MIDWEST TAPE		
CL 121573	3	DVD	506192672	10/15/24	37.78	10/24	1854 MIDWEST TAPE		
CL 121573	4	DVD	506192670	10/15/24	62.19	10/24	1854 MIDWEST TAPE		
CL 121573	5	DVD	506192673	10/15/24	23.19	10/24	1854 MIDWEST TAPE		
CL 121573	6	DVD	506192671	10/15/24	12.72	10/24	1854 MIDWEST TAPE		
CL 121573	7	DVD	506227563	10/22/24	27.72	10/24	1854 MIDWEST TAPE		
CL 121573	8	DVD	506254823	10/29/24	23.04	10/24	1854 MIDWEST TAPE		
CL 121573	9	DVD	506254820	10/29/24	150.12	10/24	1854 MIDWEST TAPE		
CL 121573	10	DVD	506254822	10/29/24	28.47	10/24	1854 MIDWEST TAPE		
Object Total:					1,506.68	15,118.00	25,650.00	10,532.00	59%
667 MEMBERSHIPS									
CC 1548	3	ALA		09/20/24	327.00	10/24	3161 VISA LIBRARY #1		
CC 1548	4	NDLA		09/20/24	60.00	10/24	3161 VISA LIBRARY #1		
CC 1549	3	THE EXECUTIVES CLUB		09/20/24	103.00	10/24	3162 VISA LIBRARY #2		
CL 121183	1	114589 NOTARY STAMP KIRSTEN HENAGIN	152860	09/30/24	62.60	10/24	2885 SHORTPRINTER		
Object Total:					552.60	2,697.60	4,039.00	1,341.40	67%
668 PRINTING									
Object Total:					0.00	443.56	1,000.00	556.44	44%
669 INSURANCE									
Object Total:					0.00	617.00	2,750.00	2,133.00	22%
671 SUMMER READING PROGRAM									
Object Total:					0.00	0.00	0.00	0.00	%
672 EMERGENCY MEDICAL SUPPLIES									
CL 120989	1	114381 MEDICAL SUPPLY REFILL	015098	09/30/24	51.08	10/24	756 NELCO FIRST AID		
Object Total:					51.08	175.24	350.00	174.76	50%
673 CLEANING SUPPLIES									
Object Total:					0.00	0.00	0.00	0.00	%

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Funds 7000-7000, Accounts 411600-411600, AND ACCOUNT=411600

Fund/Account/ Doc/Line # Check	Description	Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY								
411600 LIBRARY								
674 HOMEWORK ROOM								
		Object Total:	/ /	0.00	0.00	0.00	0.00	%
680 Library of Things			/ /					
		Object Total:	/ /	0.00	0.00	0.00	0.00	%
682 STRATEGIC PLANNING			/ /					
		Object Total:	/ /	0.00	0.00	0.00	0.00	%
689 PROMOTIONAL ACTIVITIES			/ /					
		Object Total:	/ /	0.00	6,116.84	11,400.00	5,283.16	54%
724 CONSULTING/TESTING FEES			/ /					
		Object Total:	/ /	0.00	9,825.00	0.00	-9,825.00	%
740 SERVICE CHARGES			/ /					
		Object Total:	/ /	0.00	702.00	1,750.00	1,048.00	40%
750 MISC.			/ /					
		Object Total:	/ /	0.00	0.00	0.00	0.00	%
852 WEBSITE			/ /					
		Object Total:	/ /	0.00	0.00	0.00	0.00	%
864 FURN & EQUIP DEPRECIATED >\$5,000			/ /					
		Object Total:	/ /	0.00	14,210.60	0.00	-14,210.60	%
870 CAPITALIZED ASSETS - OVER \$5,000			/ /					
		Object Total:	/ /	0.00	52,273.00	0.00	-52,273.00	%
880 COST ALLOCATIONS			/ /					
JV 5667 16	October 2024 Cost Allocation		/ /	3,674.92	10/24			
		Object Total:		3,674.92	36,749.20	46,646.00	9,896.80	79%
890 TRANSFERS OUT			/ /					
		Object Total:	/ /	0.00	0.00	10,000.00	10,000.00	%
901 CATALOGING			/ /					
		Object Total:	/ /	0.00	2,668.57	2,950.00	281.43	90%
902 ONLINE DATE BASE (STATE)			/ /					
		Object Total:	/ /	0.00	0.00	0.00	0.00	%

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Funds 7000-7000, Accounts 411600-411600, AND ACCOUNT=411600

Fund/Account/ Doc/Line # Check	Description	Invoice Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY							
411600 LIBRARY							
903 HISTORY ROOM							
		Object Total:	/ /	0.00	0.00	0.00	0.00 %
994 ODIN							
		Object Total:	/ /	0.00	25,491.00	24,200.00	-1,291.00 105%
		Account Total:		176,123.09	1,751,704.32	2,354,762.00	603,057.68
		Fund Total:		176,123.09	1,751,704.32	2,354,762.00	603,057.68

***Detail total may not match report total. The report total reflects the actual amount posting to the budget line. The detail includes all transactions that posted to the budget line during the period (including amounts that may have been closed).

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CITY OF WEST FARGO, ND
Income Statement
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Combined Funds

		----- Current Year -----				
Account	Object Description	Current Month	Current YTD	Budget	Variance	%
Revenue						
310001	PROPERTY TAXES	8,217.67	2,006,974.20	2,150,618.00	-143,643.80	93
310002	DISCOUNT PROPERTY TAXES			-79,573.00	79,573.00	
335600	STATE AID		44,625.95	31,000.00	13,625.95	144
						98
Total Revenue		8,217.67	2,051,600.15	2,102,045.00	-50,444.85	98
Expenses						
411600	LIBRARY					
110	PERMANENT EMP SALARIES	84,084.15	848,618.97	1,079,955.00	231,336.03	79
114	PART TIME SALARIES	4,687.72	58,832.39	136,858.00	78,025.61	43
220	SOCIAL SECURITY	6,574.28	67,383.63	83,164.00	15,780.37	81
230	RETIREMENT	13,614.20	137,318.88	175,722.00	38,403.12	78
240	WORKFORCE SAFETY INSURANCE		2,019.43	2,384.00	364.57	85
250	UNEMPLOYMENT			500.00	500.00	
312	ATTORNEY		1,000.00	4,000.00	3,000.00	25
320	HEALTH INSURANCE	13,320.31	123,726.31	205,554.00	81,827.69	60
321	PROPERTY INSURANCE		4,081.37		-4,081.37	
333	BUILDING RENTAL	20,667.00	113,668.50	124,002.00	10,333.50	92
340	TRAVEL & EDUCATION	455.50	2,400.09	18,060.00	15,659.91	13
356	TELEPHONE	212.58	2,000.69	3,300.00	1,299.31	61
387	MEDICAL/VACCINES			500.00	500.00	
399	RECRUITMENT/EMPLOYMENT TESTING		1,585.00	3,000.00	1,415.00	53
410	OFFICE SUPPLIES	954.62	7,618.45	13,000.00	5,381.55	59
424	GAS AND OIL			1,200.00	1,200.00	
427	VEHICLES MAINTENANCE		6.25	1,200.00	1,193.75	1
428	SERVICE AGREEMENTS-CONTRA	1,641.29	9,615.52	10,260.00	644.48	94
490	MISC		44.99	500.00	455.01	9
497	TECHNOLOGY	5,144.37	42,867.77	48,739.00	5,871.23	88
500	SUPPLIES			500.00	500.00	
640	FURNITURE & EQUIPMENT			2,000.00	2,000.00	
641	FURN & EQUIP-NON DEPRECIATED <\$5000	657.16	18,906.64	43,178.00	24,271.36	44
644	POSTAL METER RENT		-73.69	1,200.00	1,273.69	-6
648	PROFESSIONAL PUBLICATIONS	38.01	38.01	3,000.00	2,961.99	1
649	PROGRAMMING	980.65	8,179.85	21,000.00	12,820.15	39
650	E RESOURCES	6,910.89	40,006.05	53,161.00	13,154.95	75
653	CAPITAL IMPROVEMENTS			83,640.00	83,640.00	
661	POSTAGE/FREIGHT/SHIPPING		7,526.62	10,000.00	2,473.38	75
662	BOOKS	10,345.08	82,524.49	88,950.00	6,425.51	93
663	MAGAZINES	50.00	4,720.50	5,500.00	779.50	86
664	AUDIO VIDEO	1,506.68	15,118.00	25,650.00	10,532.00	59
667	MEMBERSHIPS	552.60	2,697.60	4,039.00	1,341.40	67
668	PRINTING		443.56	1,000.00	556.44	44

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CITY OF WEST FARGO, ND
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Combined Funds

		----- Current Year -----				
Account Object	Description	Current Month	Current YTD	Budget	Variance	%
669	INSURANCE		617.00	2,750.00	2,133.00	22
672	EMERGENCY MEDICAL SUPPLIES	51.08	175.24	350.00	174.76	50
689	PROMOTIONAL ACTIVITIES		6,116.84	11,400.00	5,283.16	54
724	CONSULTING/TESTING FEES		9,825.00		-9,825.00	
740	SERVICE CHARGES		702.00	1,750.00	1,048.00	40
864	FURN & EQUIP DEPRECIATED >\$5,000		14,210.60		-14,210.60	
870	CAPITALIZED ASSETS - OVER \$5,000		52,273.00		-52,273.00	
880	COST ALLOCATIONS	3,674.92	36,749.20	46,646.00	9,896.80	79
890	TRANSFERS OUT			10,000.00	10,000.00	
901	CATALOGING		2,668.57	2,950.00	281.43	90
994	ODIN		25,491.00	24,200.00	-1,291.00	105
	Total Account	176,123.09	1,751,704.32	2,354,762.00	603,057.68	74
	Total Expenses	176,123.09	1,751,704.32	2,354,762.00	603,057.68	74
	Net Income from Operations	-167,905.42	299,895.83			
	Other Revenue					
360000	MISCELLANEOUS REVENUE	788.58	6,647.18	5,000.00	1,647.18	133
360100	SPONSORSHIPS		4,989.41	20,000.00	-15,010.59	25
361000	INTEREST ON INVESTMENTS		37,391.48		37,391.48	
375000	DONATIONS	5,000.00	70,195.00	15,000.00	55,195.00	468
383000	TRANSFER IN			247,066.00	-247,066.00	42
	Total Other Revenue	5,788.58	119,223.07	287,066.00	-167,842.93	42
	Net Income	-162,116.84	419,118.90			

Note: Formula for % columns = revenue*100/total expense for Fund.

Proposed library closings for 2025

New Year's Day	Wednesday, January 1
Martin Luther King, Jr. Day	Monday, January 20** (staff training)
Presidents' Day	Monday, February 17
Staff training day	Friday, April 25 th 2pm – 6pm Early closing (1:00pm)
Memorial Day	Monday, May 26
Independence Day	Friday, July 4
Labor Day	Monday, September 1
Staff training day	Thursday, October 2**
Veterans Day	Tuesday, November 11
Thanksgiving Day	Thursday, November 27
Day after Thanksgiving	Friday, November 28
Christmas Eve Day	Wednesday, December 24
Christmas Day	Thursday, December 25
New Year's Eve	Wednesday, December 31* Early closing (6:00pm)

*Not paid holiday

**library is closed, but staff reports for duty

Closed on Sundays starting January 2025



To: West Fargo Public Library Board of Directors
From: Jenna Kahly, Library Director
Date: November 14, 2024
Subject: Rescind Equipment Checkout Policy
Action: Rescind the Equipment Policy and remove references to it in all remaining applicable policies.

**West Fargo Public Library
Board of Directors**

President

Larry Schwartz

Vice President/Secretary

Tony Stukel

Treasurer

Liann Hanson

Board member

Roben Anderson
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Alanna Rerick

Library Director

Jenna Kahly

In a review of our current policies, staff determined that the Equipment Checkout Policy was redundant and no longer necessary. The information and guidelines contained in the document we wish to rescind are already covered by our Circulation Policy.

In addition, one of the main reasons this policy was established was to govern the unique rules for the circulation of iPads. We removed iPads from circulation in recent years, after low circulation and high privacy and security issues. The remaining equipment such as Ozobots, Lauchpads, and mobile hotspots do not necessitate retaining this policy.



Equipment Checkout Policy

Approved: March 30, 2023

I. Purpose

The West Fargo Public Library provides equipment and technology available for patron checkout. This lending program is designed to acknowledge the fundamental importance of equal access to the internet, technology, and other equipment in modern society. By providing the means to access internet at home or utilize the various equipment provided, the library can help connect members of the community to important resources and services even when the library building is closed.

II. Principles

- The primary purpose of circulating equipment and technology is to connect individuals with information, ideas, and with each other.
- In accordance with the West Fargo Public Library's mission, the equipment provided by the library is intended to help our patrons achieve their goals, explore their passions, and develop social connections.

III. Definitions

Mobile Hotspot: Mobile hotspots are portable internet access devices that allow patrons to connect to a Wi-Fi network using a computer, smartphone, or another device. Mobile hotspots are not intended to replace an internet router for household use.

- Equipment included: wireless mobile hotspot, charging cable, and device case.

Tablet: Tablets are portable devices with access to apps and learning modules for all ages. The West Fargo Public Library includes both the Apple iPads and the Playaway Launchpads in the terms of borrowing tablets.

- Equipment included: tablet, charging cable, and device case.

Ozobot Evo: Ozobots are small coding robots that use sensors to read lines and colors. They allow patrons to practice coding on an elementary level. The West Fargo Public Library provides Ozobots as a kit to patrons.

- Equipment included: one Ozobot, markers, charging cable, instructions, and device case.

IV. Eligibility

- Equipment may be checked-out by West Fargo Public Library patrons who are age 18 and older, and who are residents of West Fargo, the West Fargo Public School District, have paid for an Out-of-Area library card, or are a Reciprocity Patron from Fargo Public Library or the Lake Agassiz Regional Library.
 - Temporary card holders are not eligible to check-out equipment.
- Eligible cardholders are required to have their card for a minimum of three (3) months.
- Eligible cardholders cannot have overdue materials or fines on their patron account.
- Eligible cardholders must review the Equipment Checkout Policy and sign an Equipment Checkout Form prior to being issued any equipment.
- Youth cardholders can checkout equipment once an Equipment Checkout Form is signed by a parent/guardian and the parent/guardian presents a valid Photo ID.

V. Terms of Use

All Equipment

- All equipment is loaned for a period of three (3) weeks.
- Equipment is eligible for two automatic renewals, if the item is not on hold for another patron.
- Equipment can be placed on hold.
- Only one (1) of each type of device can be borrowed to each patron account at a time. (i.e., one tablet and one hotspot, but not two hotspots).
- Equipment loaned is the responsibility of the borrower; the borrower is responsible for all replacement costs associated with loss, damage, or theft of the device or accessories due to neglect or abuse.
- Patrons agree to not make any permanent changes to the equipment.
- Equipment must be returned to the West Fargo Public Library's service desk during regular operating hours. Equipment may not be placed in one of the library's outdoor or indoor book drops.
- Patrons must allow library staff time to verify the good condition of the device and its accessories at the time of check-out and check-in.
- Equipment is not considered returned until all components of the device are returned to the West Fargo Public Library service desk.
- Equipment not returned on its due date will result in the deactivation of internet service to the device or the device being locked.
- Patrons must report any problems with the device to a library staff person.

Mobile Hotspots

- Mobile Hotspots not returned on their due date will result in the deactivation of service to the device and the device will be locked. A \$5.00/per day late fee is charged to the patron's account until the device is returned.
- Patrons who do not return the device within 28 days from the return date will be charged for the cost of the device and its accessories.
- If the late device is returned in good condition, the patron is responsible for the cost of the devices and its accessories or the cost of the late fees, whichever is higher.

Tablets

- Tablets not returned on their due date will result in the deactivation of service to the device and it will be locked. A \$5.00/per day late fee is charged to the patron's account until the device is returned.
- Patrons who do not return the device within 28 days from the return date will be charged for the cost of the device and its accessories.
- If the late device is returned in good condition, the equipment charges will be waived, but the patron is still responsible for the late fees incurred.

Ozobots

- Ozobots not returned on their due date will result in the deactivation of service to the device and it will be locked. A \$5.00/per day late fee is charged to the patron's account until the device is returned.
- Patrons who do not return the device within 28 days from the return date will be charged for the cost of the device and its accessories.
- If the late device is returned in good condition, the equipment charges will be waived, but the patron is still responsible for the late fees incurred.

VI. Disclaimers and Restrictions

All Equipment

- The West Fargo Public Library reserves the right to terminate borrowing privileges from the borrowers who damage, abuse, or lose equipment, or who are repeatedly late in returning the device.
- The West Fargo Public Library is not responsible for any data loss resulting from use of Library equipment.
- The West Fargo Public Library is not responsible for the information accessed, obtained, or disseminated while using library equipment. Any actions that lead to criminal prosecution are the responsibility of the patron, not the library.
- Use of library equipment for illegal activity or use that violates the library's Computer Use Policy is prohibited.

Mobile Hotspots

- Internet service varies based on location. The West Fargo Public Library does not guarantee availability of hotspot service, continuous service, or speed of the connection.
- Mobile hotspots are not intended to serve as a replacement to a home internet router.
- Service outside of the United States is prohibited. Fees associated with use outside this area will be the responsibility of the patron.

VII. Referenced Policies and Resources

This policy is subject to all federal, state, and local laws and policies including, but not limited to:

- WFPL Board. [Circulation Policy](#)
- WFPL Board. [Library Cards Policy](#)
- WFPL Board. [Reciprocal Borrowing Policy](#)
- WFLP Board. [Computer Use Policy.](#)



To: West Fargo Public Library Board of Directors
From: Jenna Kahly, Library Director
Date: November 14, 2024
Subject: Update Library Cards Policy
Action: Approve updated Library Cards Policy with procedural changes effective June 1, 2025, and direct staff to update similar language in any applicable policies

**West Fargo Public Library
Board of Directors**

President

Larry Schwartz

Vice President/Secretary

Tony Stukel

Treasurer

Liann Hanson

Board member

Roben Anderson
City Commissioner

Board member

Alanna Rerick

Library Director

Jenna Kahly

Many years ago, the decision was made to use the West Fargo Public School District boundaries as the library's service area. Unfortunately, no one could have known at the time that the population within this boundary would grow to the size it is today. As the metro continues to expand south, the West Fargo Public School District has gained many densely populated Fargo neighborhoods and residents within the rapidly expanding city of Horace. We are recommending that we change the boundaries for a Resident Library Card to the City of West Fargo as this is the tax base funding our public library.

To ensure that children enrolled in West Fargo Public Schools (WFPS) retain the same access they have had in the past, we intend to continue to offer student cards that guardians can opt-in to for their students at WFPS registration. Currently, these cards are offered to 6th grade through 12th grade students. Our hope is that by fall 2025 WFPS will implement allowing families of all WFPS students to opt-in to the program.

We plan to honor all existing library card agreements with individual patrons until their card expires. Cards expire every 2 years to trigger an address and contact information update.

Other changes include updating a policy name in section C and updating the job title of the staff empowered to make exceptions to the policy.

The board is being asked to approve the changes now with the boundary change to be implemented on June 1, 2025. This will allow us to ensure we have time for proper notification of existing patrons and communication about the changes.

Recommended action: Approve the updated Library Cards Policy as presented, with procedural changes effective June 1, 2025, and direct staff to update similar language in any applicable policies.



Library Cards Policy

Approved: June 21, 2007

Revisions approved: June 11, 2009; June 10, 2010; April 10, 2014; June 11, 2015; Sept. 6, 2018; Sept. 15, 2022; April 13, 2023

I. On-site Use of Library Materials

Anyone, regardless of their age, residency, race, religion, national origin, or social or political views, may use West Fargo Public Library (WFPL) materials and WFPL equipment within the WFPL building in accordance with established policies and procedures. The Library Director may revoke any or all library privileges for users who misuse these privileges or breach current policies.

II. Library Cards

Patrons wishing to check out items must present a valid WFPL card or associated valid photo ID. If a patron does not have a valid WFPL card, a valid photo ID and proof of residency are required to obtain a card. Patrons wanting to obtain a Youth Card require a parent or legal guardian to complete the application and provide a valid photo ID and proof of residency. An individual may hold only one valid WFPL card at a time. Acknowledgment (online) or signature (physical) on the Library Card Application must be completed by an adult (18+) who assumes responsibility for all card activity. All WFPL cards are valid for a certain length of time as outlined below and will require renewal for continued use. Expired and inactive cards are removed from the system after two years of expiration.

Personal borrowing cards will be issued to individuals according to borrower age, as follows:

- Youth Card: ages 0 – 17
- Adult Card: ages 18 and older

Acceptable forms of proof of residency, business ownership, or property ownership include:

- Valid driver's license with current address listed
- Federal, state or tribal-issued ID with current address listed
- Current lease agreement
- Current mortgage statement
- Current bank statement
- Current utility bill or utility account viewed online
- Current vehicle registration
- Property verification via the County Assessor
- Business card or work ID and one piece of current mail to business or organization

- A postmarked piece of mail with the applicant's name and current address dated within the last thirty (30) days

NOTE: A post office box (P.O. Box) is not acceptable proof of residency. Any proof of residency must have the adult applicant's name available.

III. Types of Library Cards

A. Resident Library Card:

WFPL Resident Library Cards are valid for two (2) years from the date of application and can be used to check out the WFPL's physical and digital collections, access digital resources, place interlibrary loans, and check out special items as described within the Circulation Policy. WFPL Resident Cards will be issued to the following patrons at no charge:

1. Any resident of the City of West Fargo or person owning property in West Fargo on which taxes are paid.
- ~~2. Residents living within the boundaries of the West Fargo School District. This includes West Fargo, Horace, Harwood, Reile's Acres, and parts of Fargo.~~
- ~~3-2.~~ Patrons of the Fargo Public Library and the Lake Agassiz Regional Library will be granted cards in accordance with the library's Reciprocal Borrowing Policy. Presentation of a valid card from the home library is required. Restrictions may apply to interlibrary loaning of materials.
- ~~4-3.~~ Employees of the City of West Fargo or the West Fargo Public Schools. Proof of employment is required.

B. Temporary Library Card:

A Temporary Card entitles one to three (3) months of limited borrowing privileges as outlined in the Circulation Policy. A Temporary Card does not entitle the patron to interlibrary loans, digital app circulation through apps such as Hoopla or Libby, or other digital resources. A Temporary Card may be renewed on a case-by-case basis, per the approval of a Circulation Supervisor. Temporary Cards will be issued to the following patrons at no charge:

1. Individuals residing temporarily within the aforementioned boundaries, including residents of foster homes, motels, and other temporary housing.
2. Patrons of the Fargo Public Library and the Lake Agassiz Regional Library who would be eligible for a WFPL card according to the library's Reciprocal Borrowing Policy may not be able to present their home library card at the time.
3. Individuals who currently cannot present proof of address or photo ID.
4. An adult (18+) accompanying a youth or vulnerable adult desiring to obtain a library card but is not their legal guardian. Legal guardian verbal confirmation must be granted at the time of Temporary Card sign-up.
5. Patrons whose past borrowing record indicates the need for limited borrowing privileges.

C. Non-Resident Library Card:

Individuals who do not qualify for a Resident Card or a Temporary Card and who live outside the above-mentioned boundaries will be charged a \$25 fee for a Non-Resident Library Card. A Non-Resident Library Card entitles patrons to one year of borrowing privileges including access to the WFPL's physical and digital collections, interlibrary loans, and special items as outlined in the Circulation Policy ~~Policy on Circulation Limits,~~

~~Loan Periods, Late Fines, and Related Charges.~~ Non-Resident Library Cards are renewable annually if the borrower is in good standing and upon payment of the \$25 fee.

D. Institutional Library Card:

The purpose of the Institutional Library Card is to assist teachers and West Fargo organizations with easy access to WFPL materials needed for use in a classroom or for other business purposes. Institutional Cards are active for one (1) year and may be renewed. Institutional Cards require that the school principal or an authorized officer of the institution accept responsibility for the card on behalf of the institution. If borrowed materials are lost or damaged, the institution will be held responsible. Institutional Cards will be issued at no charge to the following entities:

- Any [West Fargo Public School District K-12 classroom](#), ~~preschool, or licensed daycare center within the West Fargo Public School District boundary~~
- Any [preschool, licensed child](#)~~licensed daycare~~, organization, corporation, or institution operating within the [City of West Fargo](#) ~~boundary~~ [Public School District boundary](#)

IV. Online Registration

Online registration is available to adults (18+) who qualify for a Resident Library Card. Parents or legal guardians must approve the application for youth under the age of 18. Online registration may be denied based on the above card types. Applicants will be contacted for further verification or to address registration requirements.

V. Borrowing Privileges

The issuance of a borrower's card entitles the holder to borrow from the WFPL circulating collection and to use other services provided by the WFPL, such as internet access, use of online resources, and other services as outlined above and in the [Circulation Policy](#).

Granted Access and Parental Controls

The borrower may grant access to additional users, beyond whom the card was issued, to access their library account and its information.

Parents and Guardian Granted Access for Youth Cards

Parents and guardians of youth (under 18 years old) have automatic Granted Access to complete the following actions as the authorized signatory on a Youth Card:

- Check-out Items
- Place and Pick-up Item Holds
- Access and Pay Fines
- Update Library Account Information
- Access Current Borrowed Items
- Opt-in or Remove to Reading History
- Replace the Card
- Add or Remove Other Granted Access Users
- Opt-In or Remove Parental Controls

Note: Multiple parents and guardians can be identified on a Youth Card account to have Granted Access.

All Other Granted Access

Any other granted access user on a library account is Opt-In only. These users have access to complete the following actions on a Library Card:

- Check-out Items
- Place and Pick-up Item Holds
- Access and Pay Fines

Note: Examples of this access would be for a nanny or grandparent on a Youth Card, a spouse/partner on an Adult Card, or siblings on Youth Cards.

Parental Controls

Parents and guardians can Opt-In to Parental Controls on Youth Cards where they are the authorized signatory.

Parental Controls placed on a Youth Card would require the identified parent(s) or guardian(s) on the Youth Card to be physically present for the card to be used at the Library Service Desk (in-building or offsite).

Parental Controls do not limit access by collection or item in the Library's collection.

Youth Cards with Parental Controls have access to the Library computers and online resources.

Library staff do not act in loco parentis per the Collection Development and Management Policy.

Rights & Limitations

Any use of a borrower's card by a person other than the person to whom the card was issued is the responsibility of the borrower, whether the use was authorized or unauthorized. If a card is lost, the primary borrower will be held responsible for any use of the card before it was reported as lost to the WFPL. If a borrower has incurred lost, damaged or other financial obligations to WFPL, that person may be restricted from borrowing WFPL materials until those obligations have been cleared.

VI. Suspension of Borrowing Privileges

As outlined above, patrons who owe outstanding fees or charges may be blocked from checking out additional materials until payment is made.

VII. Loss, Theft or Damage to Library Card

When a patron reports a lost, stolen, or damaged card the old card is invalidated, and a new number is issued. Verification of identity is required to replace a lost or stolen card. Fees may apply as outlined in the [Circulation Policy](#).

In completing an application form for a WFPL card, the applicant signatory accepts responsibility for the care and use of the card, agrees to the aforementioned policies, and agrees to do the following:

- Notify the WFPL promptly if the card is lost or stolen
- Accept responsibility for materials checked out on the card before the WFPL was notified that the card was lost or stolen.
- Present damaged cards to WFPL staff for potential replacement, as damaged cards may not work properly.

The WFPL Library Director, ~~Library Service Managers~~~~Adult & Patron Services Manager~~, and Circulation Supervisors reserve the right to make exceptions to the above terms.

VIII. Referenced Policies and Resources

This policy is subject to all federal, state, and local laws and policies including, but not limited to:

WFPL Board. [Circulation Policy](#)

WFPL Board. [Collection Development Management Policy](#).

WFPL Board. [Equipment Checkout Policy](#).

WFPL Board. [Interlibrary Loan and Consortia Hold Policy](#)

WFPL Board. [Reciprocal Borrowing Policy](#).



To: West Fargo Public Library Board of Directors
From: Jenna Kahly, Library Director
Date: November 14, 2024
Subject: Update Interlibrary Loan and Consortia Hold Policy
Action: Approve updated language in Interlibrary Loan and Consortia Hold Policy and any other applicable policies

**West Fargo Public Library
Board of Directors**

President

Larry Schwartz

Vice President/Secretary

Tony Stukel

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Board member

Roben Anderson
City Commissioner

Board member

Alanna Rerick

Library Director

Jenna Kahly

We are asking approval of a small change in language from "Out-of-Area" to "Non-Resident" to align with the wording Polaris uses and create consistency between our policies and procedures.

Based on your vote on the previous action item, we would also remove the mention of the West Fargo Public School District from this policy.

Our request today is to have you approve the Interlibrary Loan and Consortia Hold Policy and direct staff to adjust all other policies to ensure the language is changed to "Non-Resident."

Recommended action: Approve the updated Interlibrary Loan and Consortia Hold Policy as written and direct staff to change "Out-of-Area Cards" to "Non-Resident Cards" in all other policies.



Interlibrary Loan and Consortia Hold Policy

Approved: [Nov. 14, 2024](#)~~[March 30, 2023](#)~~

I. Purpose

The West Fargo Public Library participates in resource sharing that allows patrons to borrow materials from other library systems that are not owned by the West Fargo Public Library or the Online Dakota Information Network (ODIN) Consortium. This policy outlines the eligibility, available materials, how to submit a request, and terms for patrons borrowing items and for the West Fargo Public Library lending items to other libraries.

II. Principles

- Interlibrary Loans and Consortia Holds further the West Fargo Public Library's mission by providing patrons with access to items outside of the collection to achieve their goals, explore their passions and develop social connections.
- The library recognizes the importance of resource sharing with other libraries throughout the region because it broadens all library patrons' access to resources and information.
- Items requested for Interlibrary Loan and Consortia Holds are evaluated for purchase and permanent addition to the West Fargo Public Library's collection.

III. Definitions

Interlibrary Loan refers to items sourced through the North Dakota State Library from across the state of North Dakota and beyond.

Online Dakota Information Network (ODIN) Consortium Hold or ODIN Hold/In-Transit Hold refers to items sourced through the ODIN Consortium network of libraries. West Fargo Public Library is an ODIN library.

IV. Interlibrary Borrowing (for West Fargo Public Library Patrons)

Eligibility

- West Fargo Public Library patrons who are residents of West Fargo, ~~the West Fargo Public School District~~ or have paid for a [Non-Resident](#)~~Out-of-Area~~ library card are eligible to request items through Interlibrary Loan.
- West Fargo Public Library Temporary patrons and Reciprocity patrons are not eligible for Interlibrary Loan. Fargo Public Library and Lake Agassiz Regional Library cardholders must request Interlibrary Loan items from their home library.
- Patron accounts must be in good standing before items are checked out.
- Expired cards must be reactivated prior to making an Interlibrary Loan request.

Available Materials

- The library accepts Interlibrary Loan requests for most types of materials.
- Items already owned by the West Fargo Public Library or the ODIN Consortium will not be requested for Interlibrary Loan, unless the Library's item is missing, lost, or damaged.
- Items already owned by the West Fargo Public Library or the ODIN Consortium that are checked out, on hold, or non-circulating will not be requested for Interlibrary Loan.
- Lending libraries are unlikely to loan certain items, such as new publications, reference items, and rare, bulky, or fragile items.
- The library is able to obtain no more than five (5) articles published within the past five years from a periodical (journal, newspaper, or magazine) per patron per copyright restriction Title 17, U.S. Code.

Terms

- Patrons can have five (5) active requests at a time, including pending or checked-out items.
- The West Fargo Public Library attempts to borrow from libraries that do not charge for Interlibrary Loans, but occasionally materials are located only at institutions that impose a fee. Patrons will be notified of the potential charges prior to the items being ordered from the lending institution.
- The West Fargo Public Library is bound by any restrictions imposed by the lending institution. These may include "in-library use only", "no renewals", or "no photocopying" stipulations.
- The loan period is determined by the lending library, not West Fargo Public Library.
- Requests for renewal must be made at least three (3) business days before the item's due date. Renewals are granted by the lending library and cannot be guaranteed.
- Patrons must pick up Interlibrary Loan materials from the service desk. Articles may be emailed as digital files.
- Patrons must return fragile items to the service desk.
- Unclaimed photocopies will be held for three (3) weeks. All other unclaimed items will be held until they are due back to the lending library.
- Repeat requests of the same unclaimed item(s) by a patron will not be accepted.
- Interlibrary Loan borrowing privileges may be suspended for repeated unclaimed requests.
- Patrons are responsible for all charges resulting from damage or loss of materials, including late fees imposed by the lending library. These charges may vary depending on the cost of the item borrowed and/or the lending library's fees. Refunds will not be issued. Replacements are not accepted.

Requesting Items

- Requests can be made in-person at the library service desk, by phone, or through the Library website via the catalog or the [Interlibrary Loan Form](#).
- Patrons must provide their West Fargo Public Library card or its barcode number when submitting a request.
- Interlibrary Loans are time intensive and the time needed varies depending on the lending library. Interlibrary Loans may take a minimum of two (2) weeks, but up to four (4) weeks or longer in some cases.
- Service will be provided as quickly as possible. If it is not possible to obtain the materials by the date indicated by the patron, the request will be canceled.

V. ODIN Consortia Borrowing (for West Fargo Public Library Patrons)

Eligibility

- West Fargo Public Library patrons who are residents of West Fargo, ~~the West Fargo Public School District~~, have paid for an ~~Non-Resident Out-of-Area~~ library card. Reciprocity or Temporary Patrons are also eligible to place ODIN Consortia items on hold.
- Patron accounts must be in good standing before items are checked out.
- Expired cards must be reactivated prior to placing a ODIN Consortia Hold. *Available Materials*
- Patrons are able to place holds on most items within the ODIN Consortium. Items already owned by the library are provided to West Fargo Public Library patrons first, before being sent to other consortium libraries.
- Items already owned by the library will not be requested to be filled by the ODIN Consortium, unless the library's item is missing, lost, or damaged.
- Items already owned by the West Fargo Public Library that are checked out, on hold, or non-circulating will not be requested for an ODIN Consortium Hold.
- Lending libraries are unlikely to loan certain items, such as new publications, reference items, and rare, bulky or fragile items. Lending libraries determine which collections do not circulate, which may result in the inability to fulfill a hold request.

Terms

- Items are loaned for 21 days, with up to two (2) renewals pending availability.
- Unclaimed items will be held for one (1) week prior to being sent back to the lending library.
- Repeat requests of the same unclaimed item(s) by a patron will not be accepted
- Consortium borrowing privileges may be suspended for repeated unclaimed requests, lost, or damaged items.
- Patrons are responsible for all charges resulting from damage or loss of materials, excluding late fees. These charges may vary depending on the cost of the item borrowed and/or the lending library's fees. Refunds will not be issued. Replacements are not accepted.

Requesting Items

- Requests can be made in person at the library service desk, by phone, or through the library catalog by placing a request on an item.
- Patrons must provide their West Fargo Public Library card or its barcode number when submitting a request in person or by phone.
- Consortium holds are typically processed in five (5) to seven (7) business days, dependent on the item's availability and circulation status.

VI. Interlibrary Lending (for Requesting Libraries)

Eligibility

- West Fargo Public Library participates as a lender in the North Dakota Interlibrary Loan System facilitated by the North Dakota State Library.
- The West Fargo Public Library is a lending library through Online Computer Library Center (OCLC) and will lend items outside of North Dakota.

Available Materials

- The West Fargo Public Library will loan items from the circulating collection, with the exception of new publications, magazines, technology, equipment, and passes.
- Non-circulating collections are not available for Interlibrary Loan.

Terms

- The borrowing library must request the material through the North Dakota State Library.
- The West Fargo Public Library reserves the right to refuse to lend materials or ask a borrowing library to restrict the use of materials as requested.
- Fees may be charged for photocopies.
- The borrowing library is responsible for the borrowed material. If loss or damage occurs, the borrowing library is responsible for compensation or replacement, as determined by the West Fargo Public Library.
- Materials loaned by the West Fargo Public Library will be subject to standard policies regarding lost and damaged materials per the Circulation Policy.
- The borrowing library and its patrons must comply with the loan conditions specified by the West Fargo Public Library, including loan periods.

VII. Referenced Policies and Resources

This policy is subject to all federal, state, and local laws and policies including, but not limited to:

- WFPL Board. [Circulation Policy](#)
- WFPL Board. [Collection Development and Management Policy](#)
- WFPL Board. [Library Cards Policy](#)
- WFPL Board. [Reciprocal Borrowing Policy](#)
- WFPL Board. [Equipment Checkout Policy](#)
- [Interlibrary Loan Form](#)



To: West Fargo Public Library Board of Directors
From: Jenna Kahly, Library Director
Date: November 14, 2024
Subject: Update Reciprocal Borrowing Policy
Action: Approve updated Reciprocal Borrowing Policy

**West Fargo Public Library
Board of Directors**

President

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Board member

Alanna Rerick

Library Director

Jenna Kahly

The West Fargo Public Library offers a variety of online databases and subscription services. Some of these are contracted individually by our library, and others through the State Library and North Dakota Digital Consortium.

Due to the fluctuating contracts of these resources and eligibility of certain card types to access them, we would like to change the wording in the third bullet of the reciprocal policy to read, "Online services and digital collections are not guaranteed for reciprocal borrowers. Patrons are encouraged to use the online resources of their home library."

Recommended action: Approve the updated Reciprocal Borrowing Policy as presented.



WEST FARGO PUBLIC LIBRARY

Reciprocal Borrowing Policy

Approved: ~~Nov. 14, 2024-April 13, 2023~~

I. Purpose

The West Fargo Public Library (WFPL) provides library card access to the neighboring public library systems of Fargo Public Library (FPL) and Lake Agassiz Regional Library (LARL) to promote library services beyond the geographical boundaries of each library.

II. Principles

- The West Fargo Public Library waives its non-resident fees for FPL and LARL registered borrowers and allows their patrons to borrow WFPL items, provided the reciprocal library waives their non-resident fees for registered borrowers of the West Fargo Public Library and allows WFPL patrons to borrow their library materials.
- In accordance with the West Fargo Public Library's mission, the access provided by the WFPL is intended to help patrons achieve their goals, explore their passions, and develop social connections.
- The WFPL and its patrons greatly benefit from the increased access to the neighboring public library systems' services and resources.

III. Eligibility

- Patrons wishing to check out items must present a valid photo ID, proof of residency, and their home library card.
- Only residents of the seven-county LARL system with a LARL card and residents of Fargo with an FPL card are eligible for the non-resident fee to be waived.

IV. Terms of Use

- Patrons covered under this reciprocal borrowing policy are responsible for returning the borrowed West Fargo Public Library materials to the West Fargo Public Library.
- Materials owned by the West Fargo Public Library will be loaned out subject to the West Fargo Public Library's Circulation Policy.
- ~~Online databases and online subscription services are not included in this reciprocal borrowing policy, except for services only available in the library building. Online services and digital collections are not guaranteed for reciprocal borrowers. Patrons are encouraged to use the online resources of their home library.~~
- Reciprocal borrowing privileges do not include interlibrary loans. For items not owned by the West Fargo Public Library, borrowers must request through their own home library.

- Reciprocity Cards are valid for two (2) years.

V. Referenced Policies and Resources

This policy is subject to all federal, state, and local laws and policies including, but not limited to:

- WFPL Board. [Circulation Policy](#)
- WFPL Board. [Interlibrary Loan and Consortia Hold Policy](#)
- WFPL Board. [Library Cards Policy](#)

West Fargo Public Library

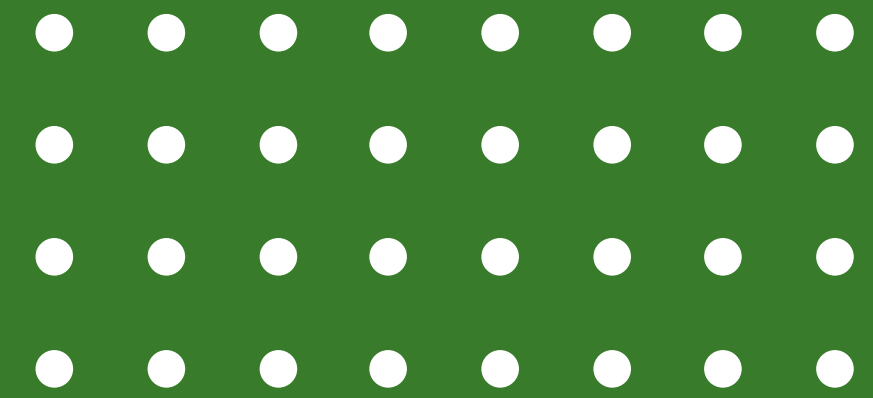


Director's Report

Presented by Jenna Kahly
Library Director



Finances



Expenditures through October

Month to Date

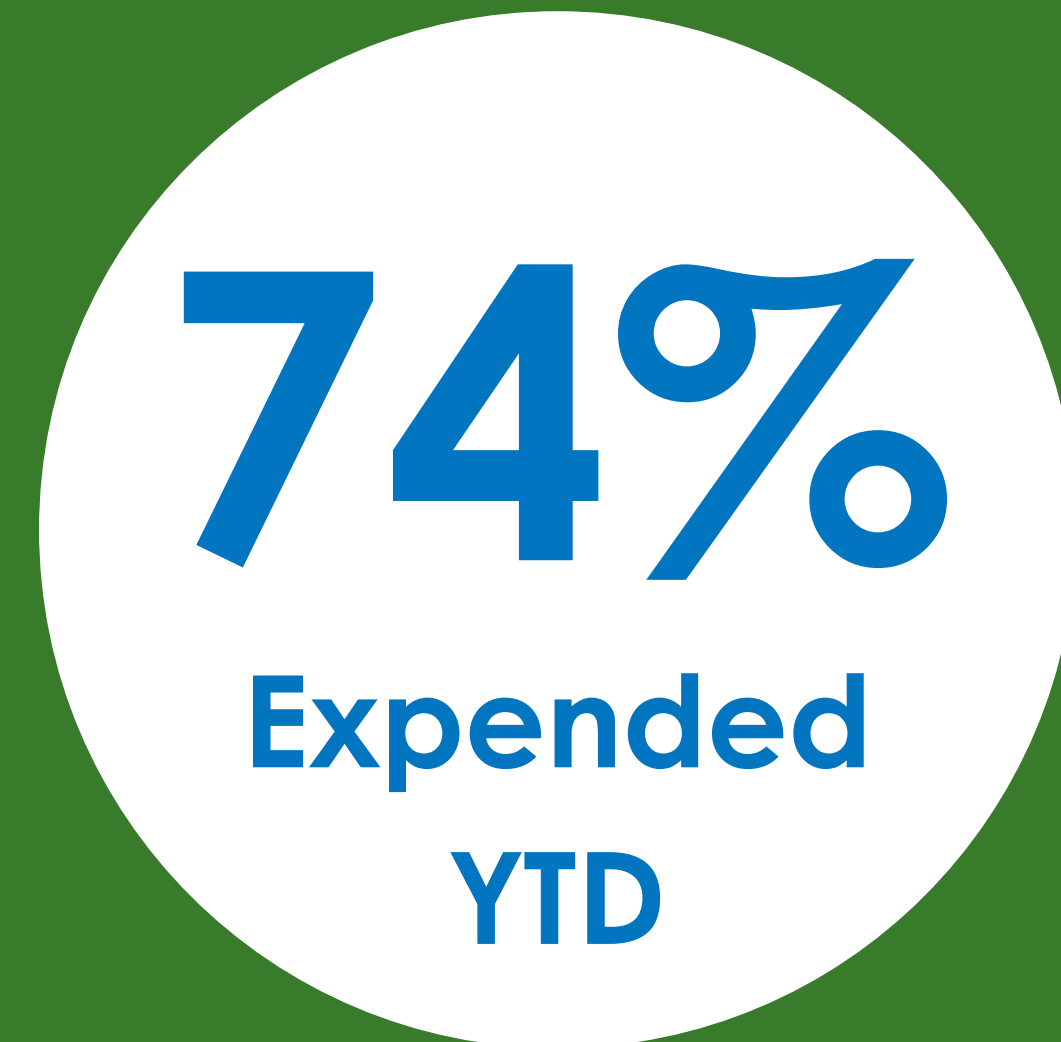
\$176,123.09

Year to Date

\$1,751,704.32

Available Appropriation

\$603,057.68





Administration

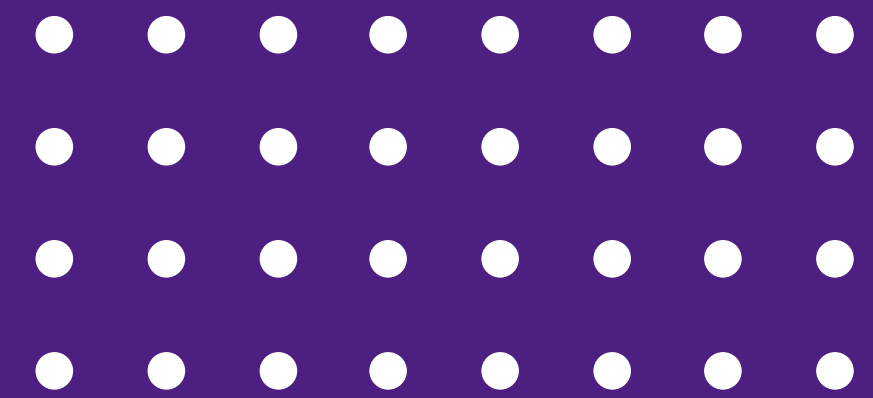
Staff Day Training

- Fire Extinguisher Training- Travis Olson, WFFD
- Implicit Bias Guided Discussion
- *Question, Persuade, Refer* Suicide Prevention Training - Jill from NDSU Extension
- Active Shooter Training with WFPD
- How do we select books: Collection Development Strategies
- Life-cycle of a Library Book from Technical Services
- Bed Bug Information and Procedures





Administration



- HVAC work in our south window area is now complete with the new pipes wrapped in insulation and painted to blend in with the existing ones.
- 274.5 volunteer hours reported through October
- Additional shelving was added in the Large Print section along the wall to give the collection more space.
- October was a great month for traditional library services. While meeting room usage and offsite book drop usage were down compared to the rest of the year, Circulation and Program Attendance continue to trend upward.



Circulation

Total Circulation so far this year is up 13% from 2023, up 47% from 2021

478 puzzles have been swapped through our puzzle exchange*

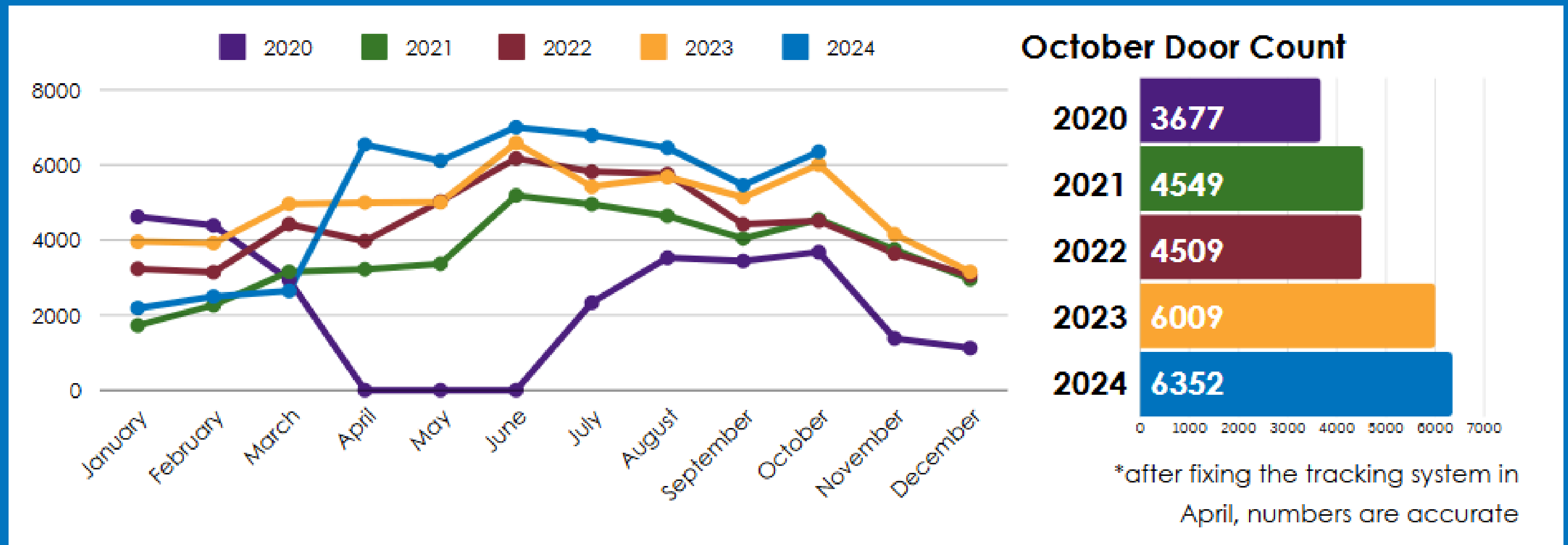
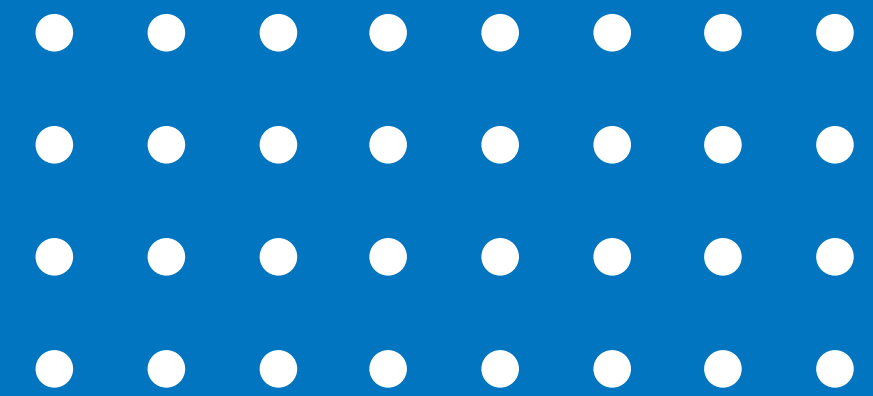
**not included in circulation numbers*





Door Count

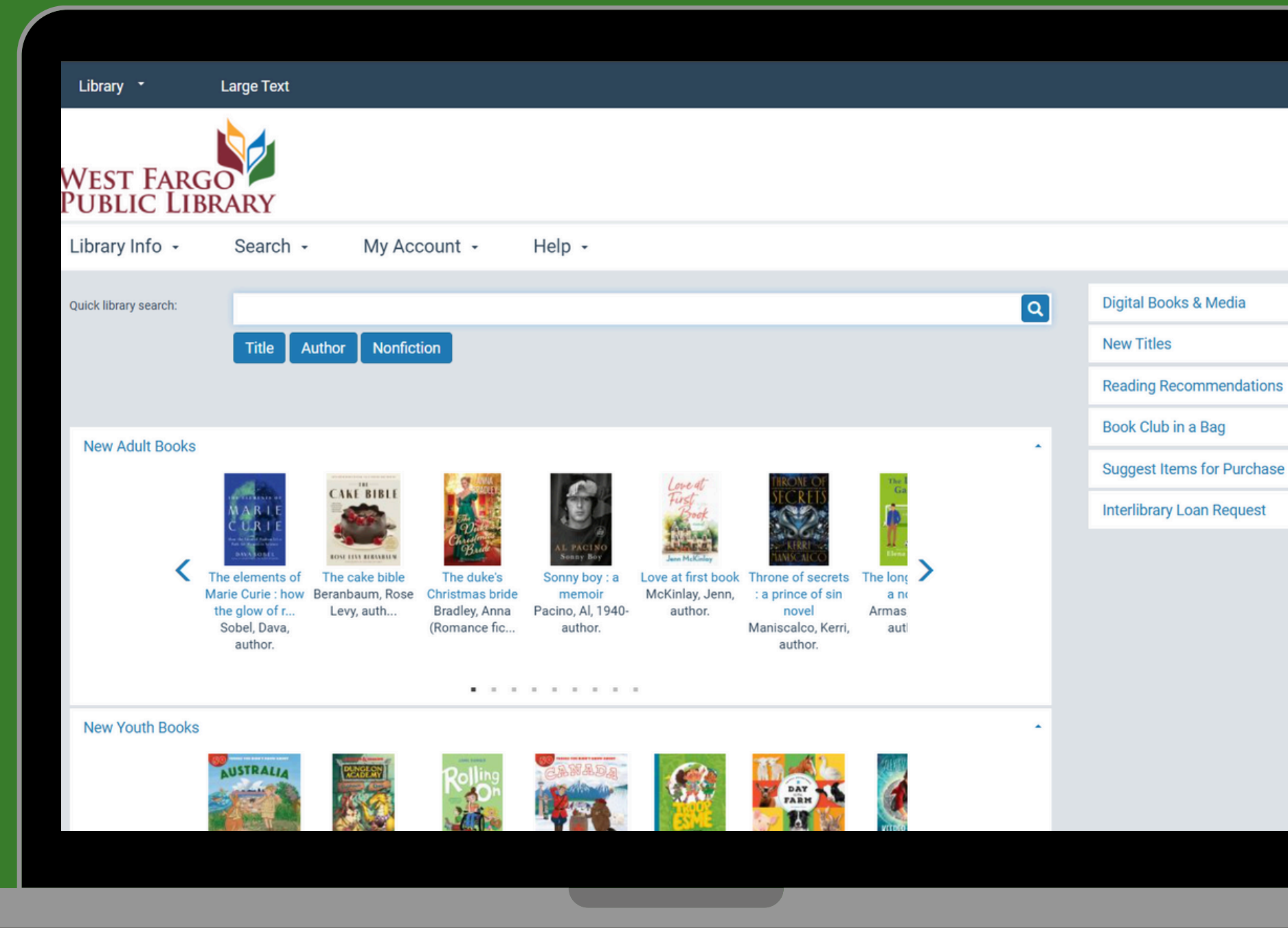
Our Door Count...





Technical Services

- Working on updating the spine labels in the Junior Fiction and Nonfiction areas.
 - Checking Dewey numbers for accuracy
 - Adding series information
 - Replacing faded labels
 - Ensuring consistency across collections
- They also are regularly updating the titles displayed on our catalog page to feature our newest items.





Outreach Services

In Oct. the Library on Wheels made two “route stops.”

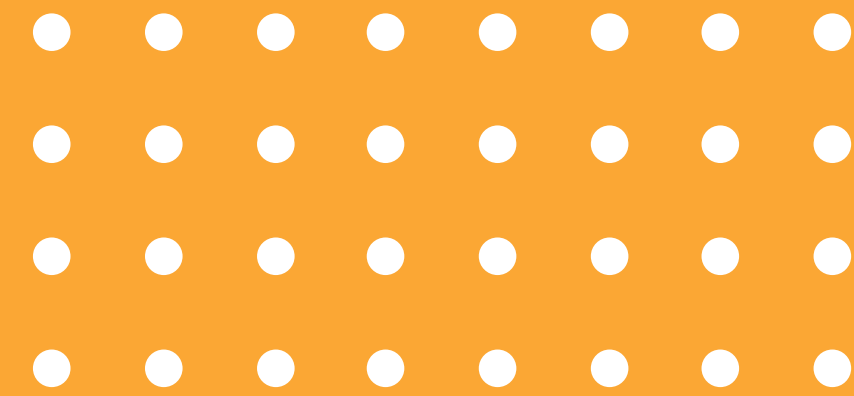
- Junkyard West Fargo
- The Lights

Staff also participated in *Treat Street* on Sheyenne St, interacting with over 1700 people visiting our table.





Youth/All Ages Services

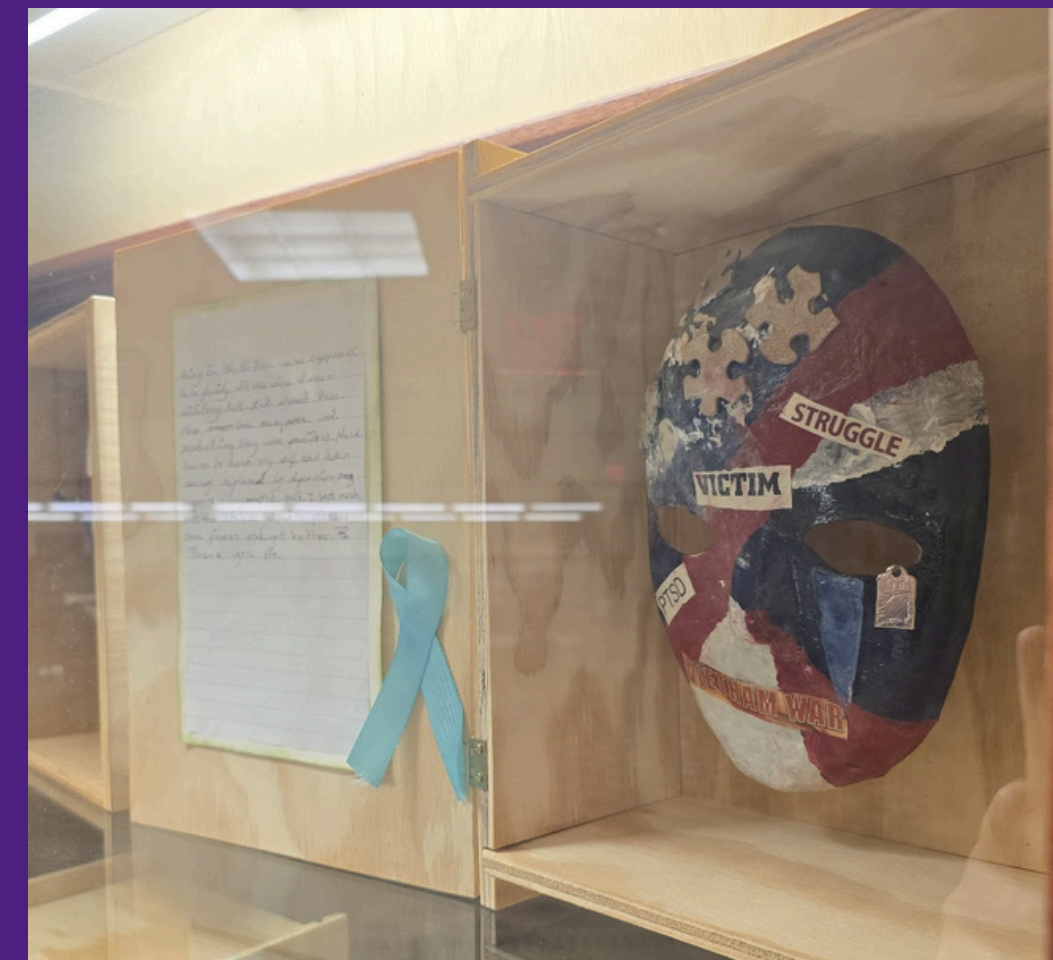


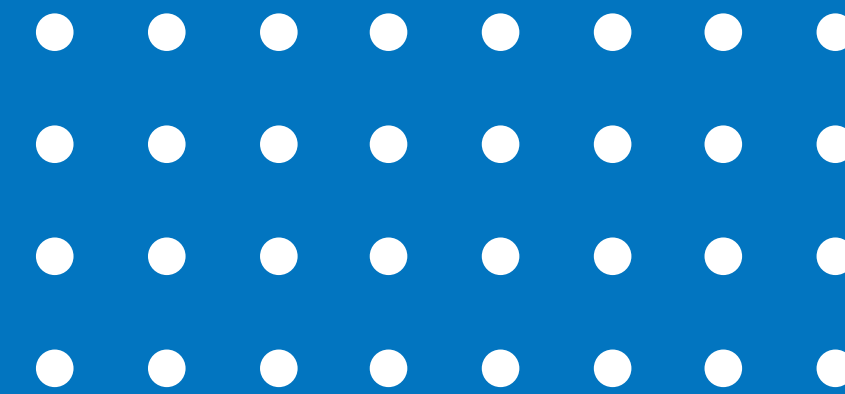
- Trick or Sweet Halloween Party had 347 people visiting the library.
 - Several were visiting the library for the first time!
 - Attendance doubled from 2023!



Adult Services

- One Book, One Community author talk with William Kent Krueger had a record attendance of over **675 people!**
- 31 more people participated in adult events in October than September.
- 5-Genre Reading Challenge ended Oct. 31 and was well-received by the 65 participants.
- Technology Tutoring services are expanding to include appointments along the senior home delivery route.
- Hosting veteran mask exhibit through Nov. 15
- Hosting rubella exhibit through Nov. 23





Marketing

- 2 articles in the West Fargo Focus in November
- Continuing to put out information about the hours change in January
 - Forum article
 - Sharing info in-library at Circulation Desk and on signage
 - Website
 - continued social media, email marketing, handouts leading up to and after the change happens
 - will update the recorded message on our phones
- Strategic plan survey available now through mid-December.
 - Available on website and in-library
 - Digital and print campaign to get responses from library users and non-users.



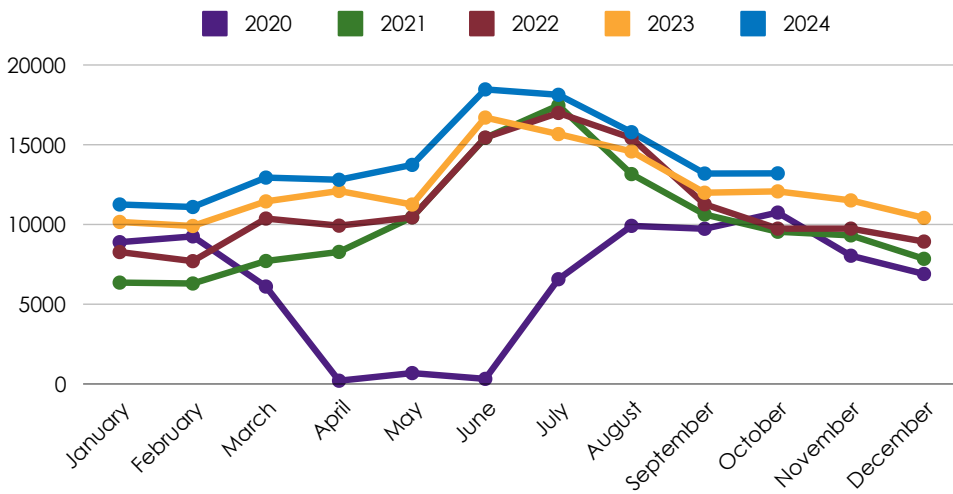
Satellite Construction



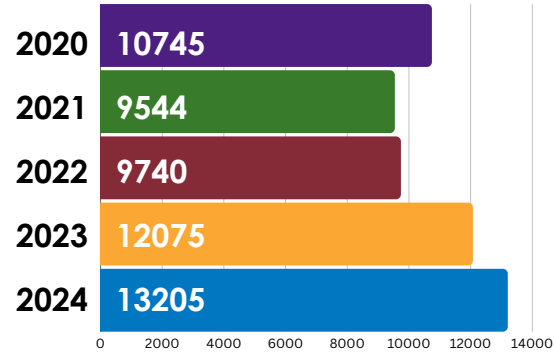
QUESTIONS?

Thank you for your time!

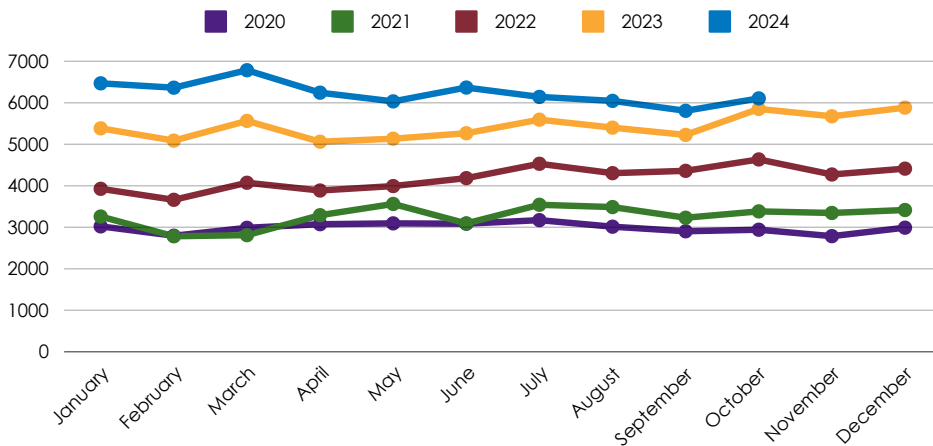
Physical Item Circulation



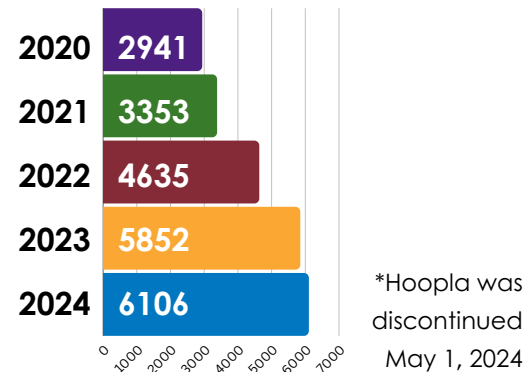
October Circulation



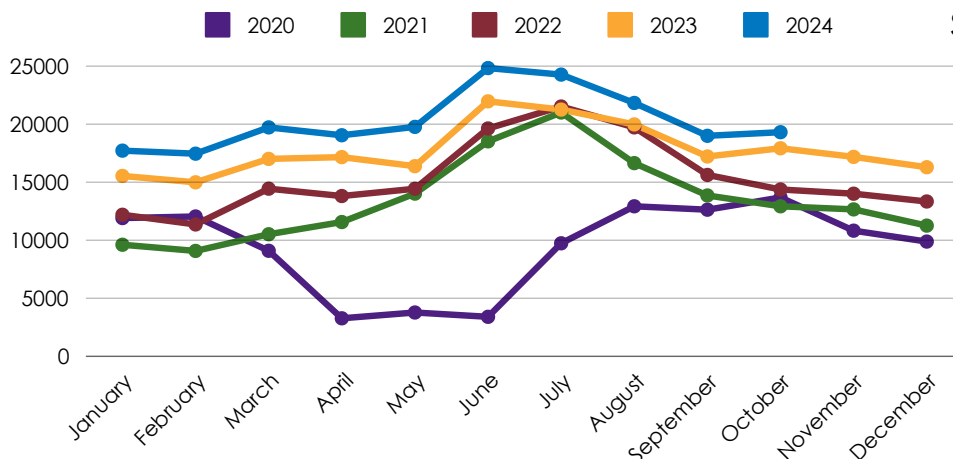
Electronic Materials Circulation



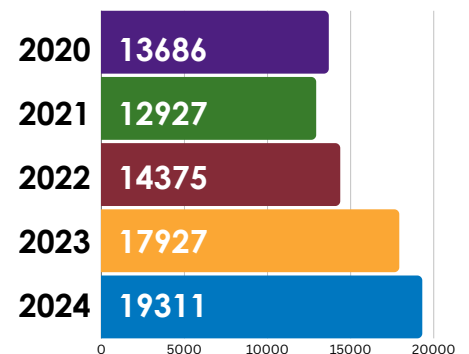
October Circulation OverDrive/Libby & Hoopla*



Total Circulation

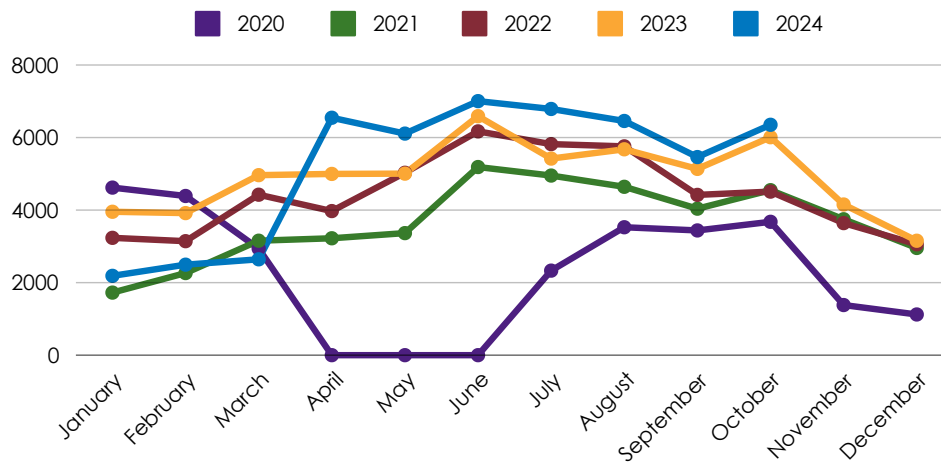


September Total Circulation

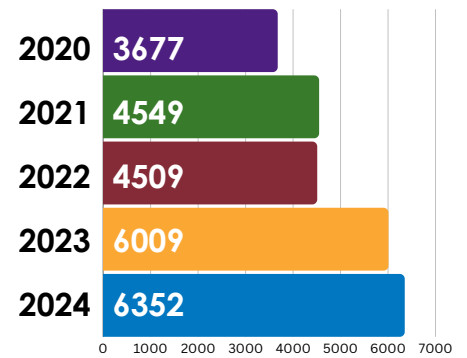


Oct. Circulation per
Active Library Card - **1.2**

Door Count

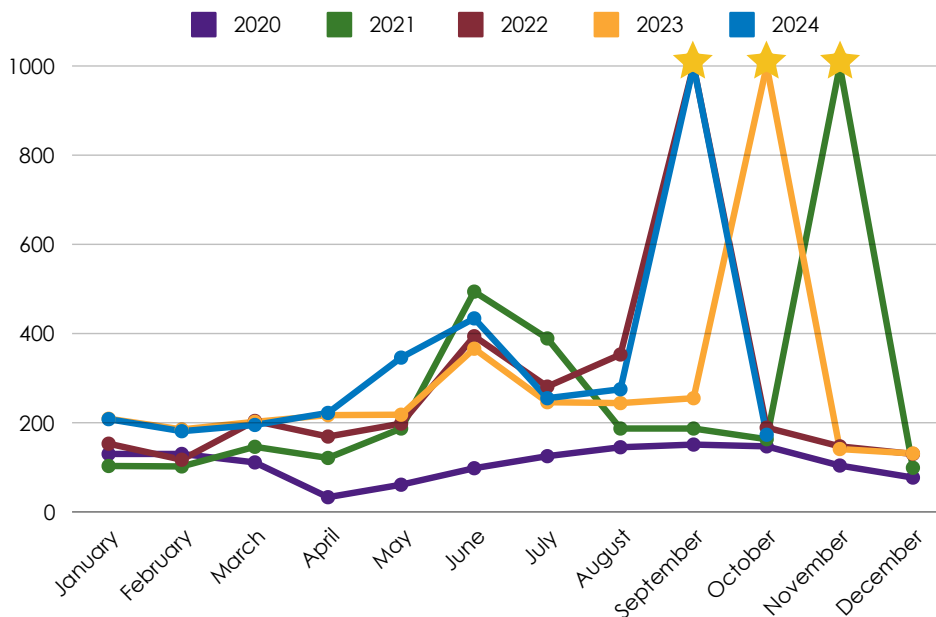


October Door Count

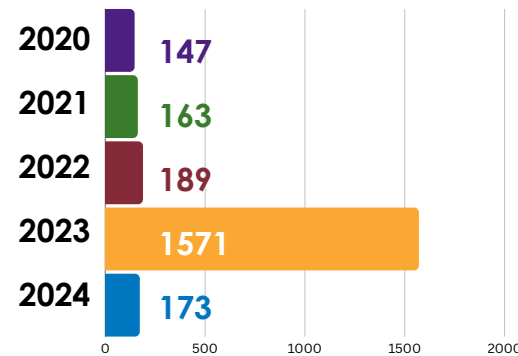


*after fixing the tracking system in April, numbers are accurate

Library Card Signups



October Signups

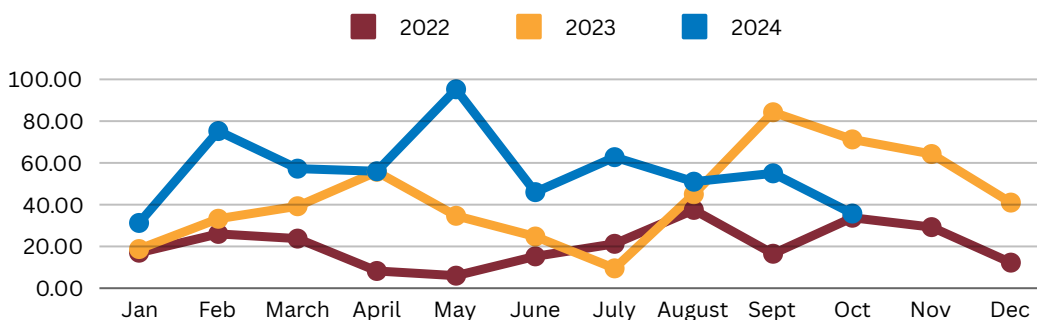


★ In Nov. 2021, the WFPL added over 5000 library cards through a partnership with West Fargo Public Schools. This partnership continues, with additions occurring in Sept. 2022 and Oct. 2023 and Sept. 2024.

October Active Library Cards - **15776**

Meeting Room Usage

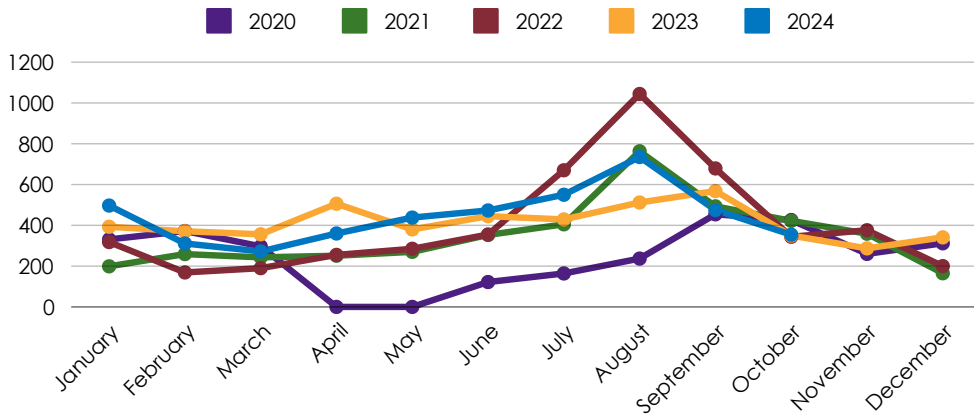
Meeting Room Hours Reserved



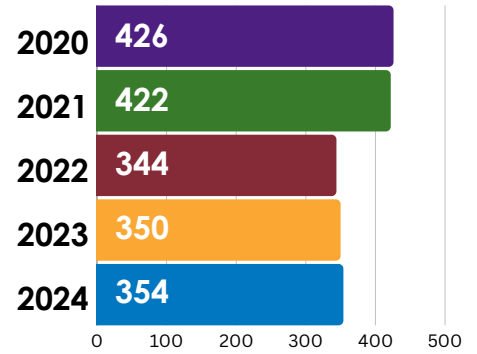
October Meeting Room Use

Oct. Hours Reserved 35.75
 Hours Reserved YTD 565.5
 Oct. Reservations 18
 Reservations YTD 269

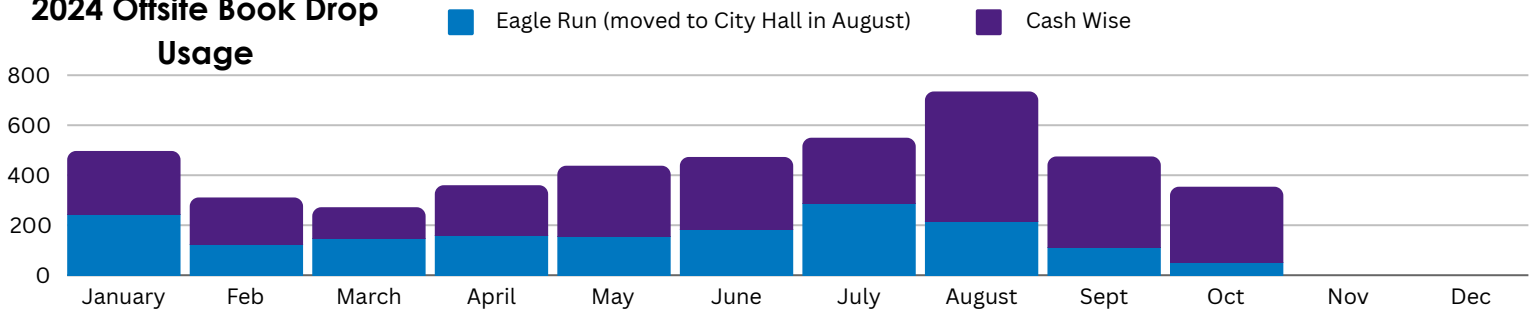
Offsite Book Drop Usage



Oct. Offsite Book Drop Usage



2024 Offsite Book Drop Usage



Outreach Services

Monthly Outreach Circulation

Total Monthly Circulation*

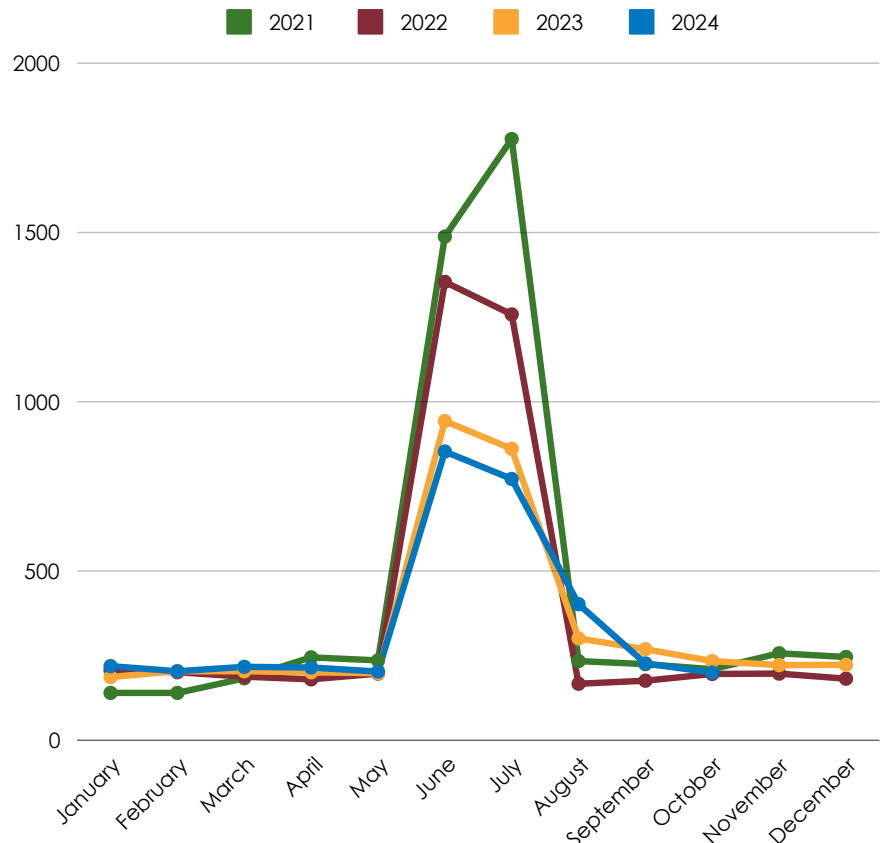
*This number includes senior book deliveries, daycare book deliveries and any books checked out from outreach pop-up libraries

2021 **210**
 2022 **196**
 2023 **234**
 2024 **200**

Senior Living Locations Served 4
 Senior Outreach Circ. 40
 Daycare Locations Served 7
 Daycare Circ. 160
 Little Red Reading Bus Stops 2
 Little Red Reading Bus Circ. 0

Outreach & Community Event Attendance

Little Red Reading Bus (2 stops) 30
 Other Outreach Events 1726
 Total Attendance 1756



In Oct. the Library on Wheels made two "stops." One at Junkyard West Fargo and one at The Lights. Programming/Outreach staff also participated in Treat Street on Sheyenne St, interacting with over 1700 people.

Programs

Program Attendance

Youth

Ready to Read Storytime	130
Baby Boost Storytime	148
Teeter Tots Storytime	213
Teen Events	25
STEM	21
Other Youth Events	29
Total Attendance	362

Adult

Book Clubs	9
Movie Screenings	80
English Conversation Circle	0
Writing Circle	11
Other Events	65
Total Attendance	165

All-Ages

Family Movie: Inside Out 2	16
Trick or Sweet Party	347
Total Attendance	363

Reference/Services

Technology Tutoring	9
NEW: Notary Public	2
Total Attendance	11

Reading & Activity Challenges

Career Readiness Challenge (Ongoing)

Monthly New Registrations	0
YTD Registrations	19
Lifetime Registrations	56

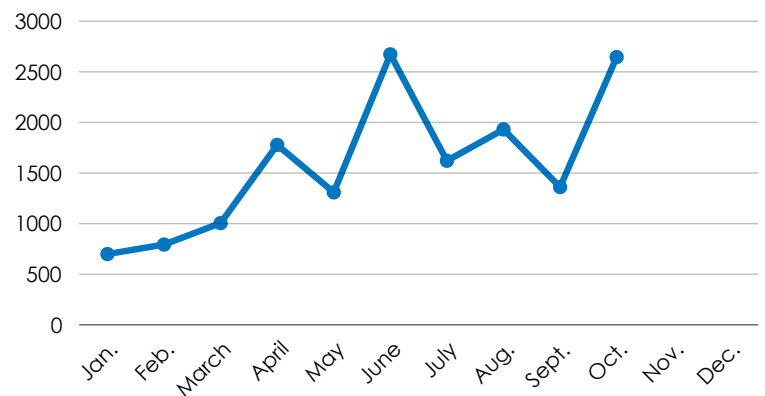
1000 Books Before Kindergarten (Ongoing)

Monthly New Registrations	6
YTD Registrations	131
Lifetime Registrations	647

Fall Adult 5-Genre Reading Challenge (Tracking is Sept. 1 - Oct. 31, 2024)

Monthly New Registration	2
Total Program Registration YTD	65

Total program attendees **2646**
(in-library & outreach events
October 2024)



This year, Halloween fell on a Thursday, so many of our Teeter Tots Storytime friends were in costume!



The Library on Wheels is continuing to make rounds to local businesses and public spaces this fall and winter.



Five members of the team were able to attend this year's North Dakota Library Association conference, where they got to meet viral library advocate Mychal Threets.



Each staff member got a turn putting out a fire during fire safety training on Oct. 14.